Access Control & Time Attendance Management System

User Manual
Rev: E1.0.3

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Software Installation Wizard

1) If your computer's system is the Windows XP system, then it must be installed the Microsoft .NET Framework 2.0. The Check.exe, below the **Framework Folder** in the Operation and Installation Disk, can automatically check the installation of the Framework.

2) If there is no **Microsoft Windows Installer 3.1 version** suggested in the process of the install， Please find the upgrading patch corresponding to the system in the Folder of "Windows Installer", install it and try again.

3) Directly delete the RIMS folder after installation if it needs to unload the RIMS.

4) The installation folder of the RIMS System is the Folder Setup.exe that below the RIMS directory in the Installation Disk.

Chapter One System Functional Properties

The RIMS Access Control & Time Attendance Management System, with the comprehensive performances such as the User Management, device management, attendance management access-control management and others, have been being continuously improved and updated.

System Functional Properties

1） The personnel and device management possess intelligent interaction.

2） The device management possesses asynchronously operational processing capacities.

3） The access control management possesses the intelligently real-time operating capacities.

4） The attendance management can assess, suggest and feedback intelligently.

5） The system maintenance possesses the functions of abnormal catch-up, break-down protection and intelligent backup DB.

The RIMS system contains five sub-systems, which are **User Management**, **attendance management**, **access control management**, **device management** and **system maintenance**.

Chapter Two System Requirements

2.1 Hardware Requirements

- CPU: above 1 GHz
- Memory: above 256MB
- Hard disk: The available data space of the hard disk must above 2 GB (require larger storage space as the increase in the attendance recorded data)
- Communication Port:

  A. **RS232/485**: one COM port (if there is no COM port, it needs USB/COM converter cable)

  B. **TCP/IP**: the port that connect the Local network and the ether-net one.

  C. **USB**: Support the computer with USB port.

2.2 Operation Environments

Operation system: Windows XP, Windows Vista, Windows Server 2003/2008, Windows 7. ***The RIMS software only works under the 32bit Operating System by now.***

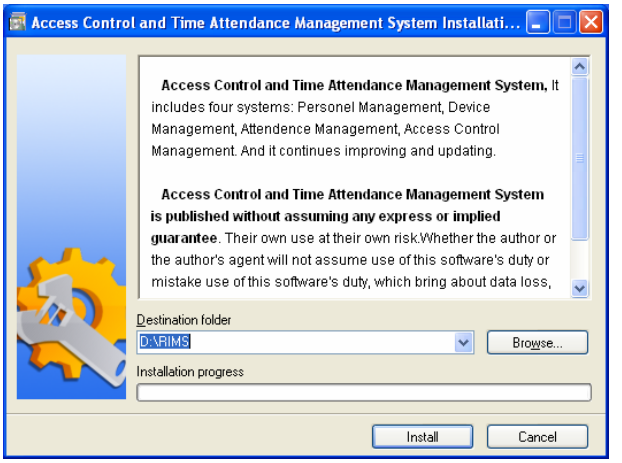
Attention:

The Microsoft .NET Framework 2.0 needs the support of the Windows XP, Windows 2003 (it is contained in the software installation Disk)

Chapter Three Software Installation

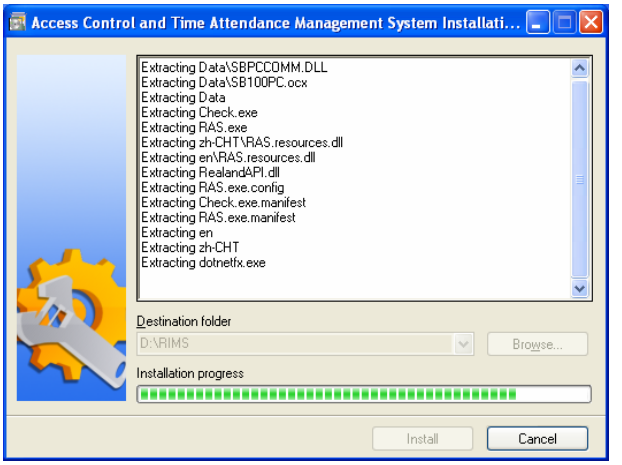
3.1 Software installation

1. Get the installation process in the Folder Setup.exe of the RIMS directory in the Operation and Installation Disk. Click **Browse** in the popup installation wizard, and select the installation path. It is advised to select the non-system disk (default C Disc) to install, whose default installation directory is D:\RIMS. Click **Install** and start the installation system.


Access Control and Time Attendance Management System Installati...
Access Control and Time Attendance Management System, It includes four systems: Personel Management, Device Management, Attendence Management, Access Control Management. And it continues improving and updating.
Access Control and Time Attendance Management System is published without assuming any express or implied guarantee. Their own use at their own risk.Whether the author or the author's agent will not assume use of this software's duty or mistake use of this software's duty, which bring about data loss,
Destination folder
D:\RIMS
Browse...
Installation progress
Install
Cancel

3.1-1

2. The installation process automatically inspects the system configuration and conducts the installation.



3.1-2

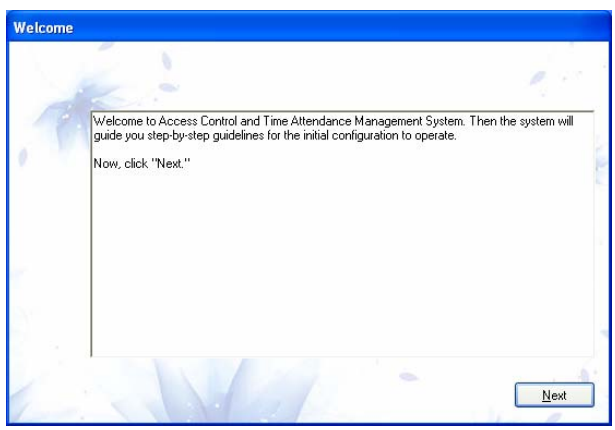
3. In the process of installation, sometimes the system automatically inspects Microsoft.NET Framework. If this program has not been installed, the system will automatically install it. The span time of this installation may be a little longer, please wait patiently.

4. Installation completed. The desktop and the start menu will set up the “RIMS” shortcut automatically after the installation.

3.2 Software Primary Service

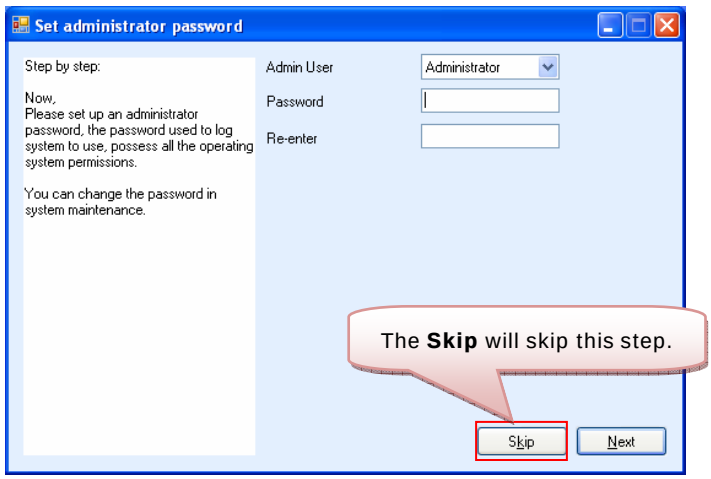
The users, first register the personnel’s fingerprints and record the registered number on the fingerprint attendance machine, and conduct soft-ware operation.

- Double click the **RIMS** shortcut icon on the desktop. Enter the welcome interface.


Welcome
Welcome to Access Control and Time Attendance Management System. Then the system will guide you step-by-step guidelines for the initial configuration to operate.
Now, click "Next."
Next

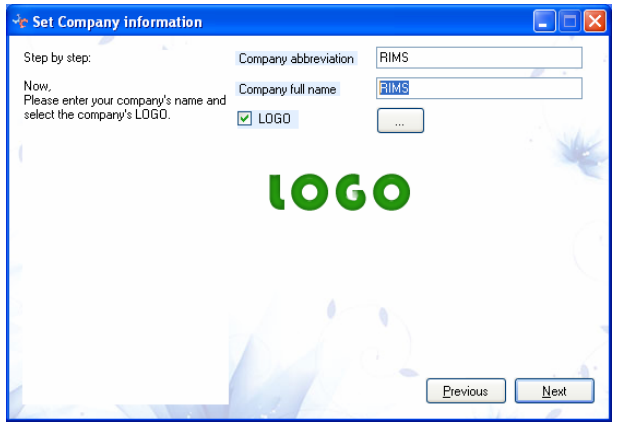
3.2-1

- According to the TIP, click **Next** and set the **administrator password**. Actually, this step can be skipped. Please set the password if it is necessary, and re-enter and confirm it.


Set administrator password
Step by step:
Now,
Please set up an administrator password, the password used to log system to use, possess all the operating system permissions.
You can change the password in system maintenance.
Admin User
Administrator
Password
Re-enter
The Skip will skip this step.
Skip
Next

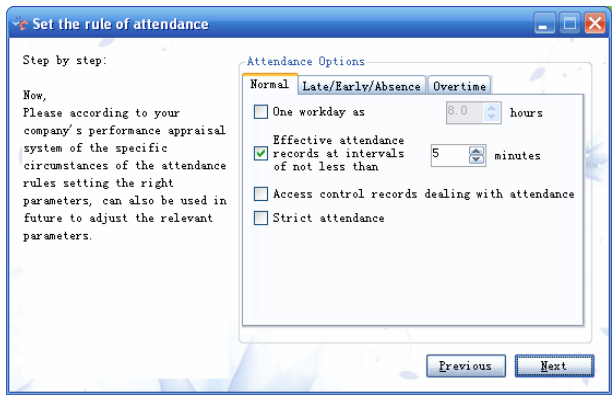
3.2-2

- According to the TIP, Click **Next**, set up company's information, including the short & full for it as well as its LOGO representing its image.



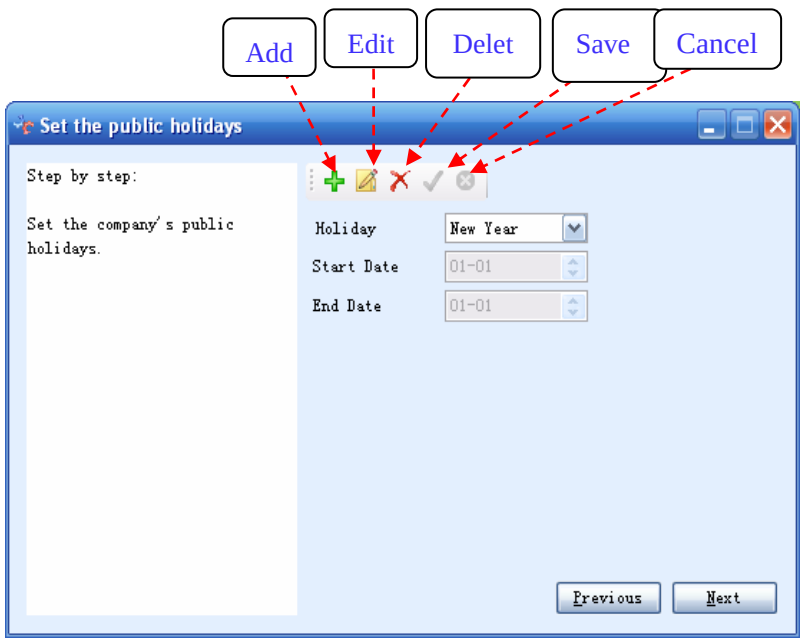
3.2-3

- Click **Next** to enter **Set the Rule of Attendance** that can be established according to company's appraisal system. In the BOX, before the corresponding item, make the 【√】to set the rules of attendance, then click **Next.** If click **Next** directly without settings, the system will conduct attendance according to the default attendance rules



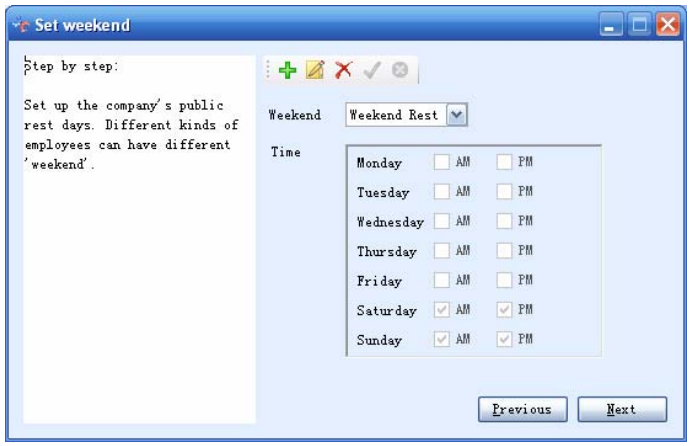
3.2-4

- Click **Next** to enter **Set the Public Holidays** that can be added, edited and deleted. This default the New Year's Day, Labor Day and China's National Day as public holidays. Click **Add** for new holidays, click **Edit** to edit the current holidays, and click **Delete** to remove the current one selected.



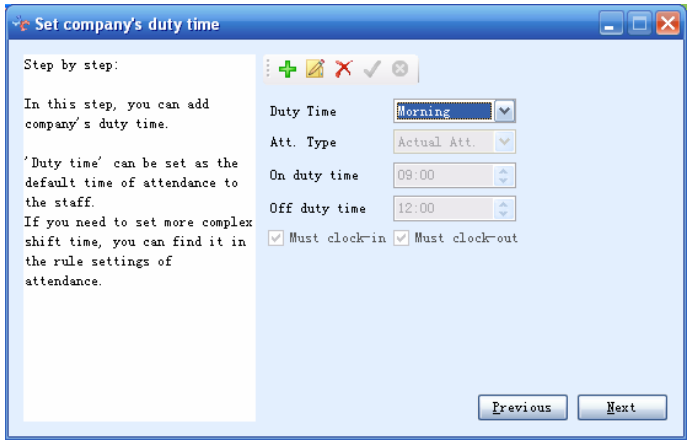
3.2-5

- Click **Next** to enter **Set Weekend**, where you can add, edit and delete **Weekend** item. The system has defaulted the **Saturday and**
- **Sunday** and **Sunday** as weekend break.



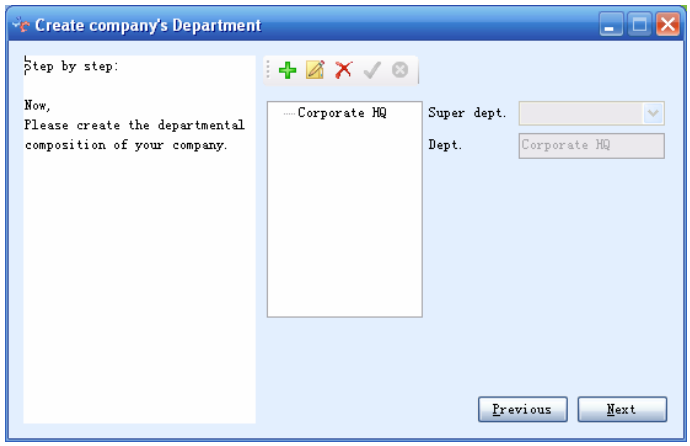
3.2-6

- Click **Next** to enter **Set Company's Duty Time**, and set up **duty time** according to company's working system.


Set company's duty time
Step by step:
In this step, you can add company's duty time.
'Duty time' can be set as the default time of attendance to the staff.
If you need to set more complex shift time, you can find it in the rule settings of attendance.
Duty Time
Morning
Att. Type
Actual Att.
On duty time
09:00
Off duty time
12:00
Must clock-in
Must clock-out
Previous
Next

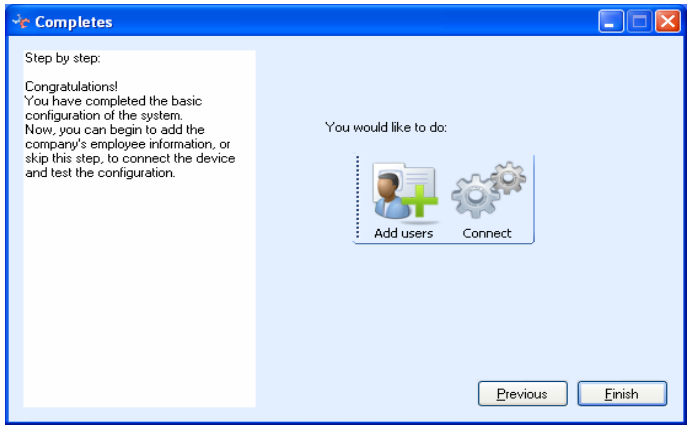
3.2-7

- Click **Next** to enter the **Create Company's Department** to set up the company's departments according to the departmental composition of the company.



3.2-8

- Click **Next** to connect to **User Management** window for the import of personnel information, or to the **Device Management** window for operation setup, such as device link, or directly click **Finish** to skip to the software main interface


Completes
Step by step:
Congratulations!
You have completed the basic configuration of the system.
Now, you can begin to add the company's employee information, or skip this step, to connect the device and test the configuration.
You would like to do:
Add users
Connect
Previous
Finish

3.2-9

Chapter Four Instruction of the Software Performance

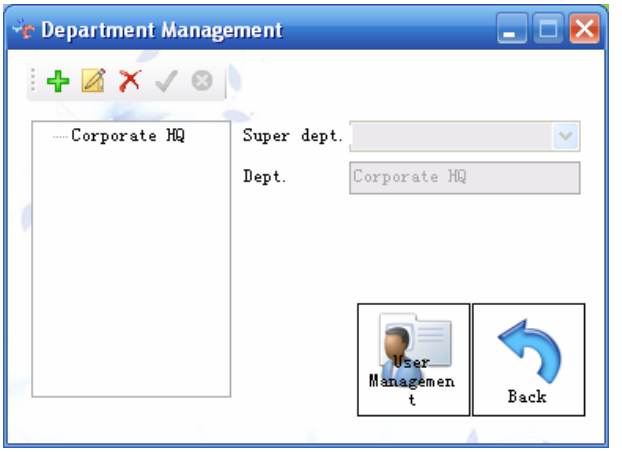
4.1 User Management

The User Management possesses the functions of Department Management, User Management, device connection and others.

4.1.1 Department Management

On the main menu, please click **User Management** → **Department Management** to add and edit departments in accordance with the structure of property and performance of the company. It is advised to arrange the departmental structure of the company before applying this operation. Before adding a department, click the above one first, then click Add to import the name of the department, finally click **Save**.

Click **Add** for adding more departments. As to adding the sub-department, click **the department** selected, **re-click Add** and choose it as the super department, then import the name of the sub-department and click Save. This method is also available to add multi-level ones.



4.1-1

Attentions:

It is not allowed to delete the department with sub-department or personnel information. But it is allowed to do so by deleting the sub-department first or move the personnel information to other departments.

4.1.2 User Management

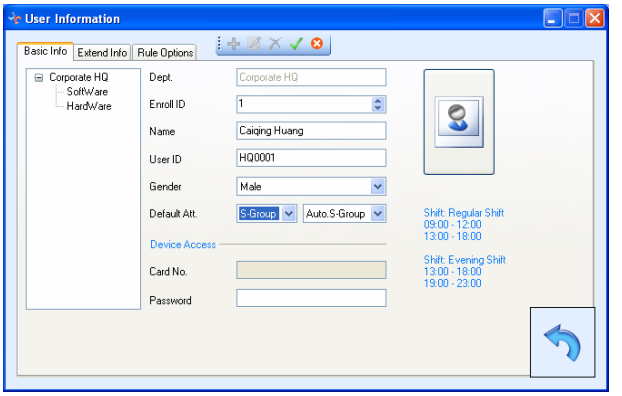
The **User Management** aims to import & modify the basic information of the staff, including his department, enroll ID, user ID, name, gender, password, certificate number, date of entry, attendance rules and so on.

4.1.2.1 Personnel Registration

Click **User Management** on the main menu or **User Management** in next menu to enter the User Management window, and then click **New** for the establishment of the window of Personnel Information

Please prepare the personnel information including their departments, user ID, enroll ID that in accordance with the number of the attendance machine, name, gender, time of entry, shift, weekend and others.

First of all, import personnel basic information into the optional card of Basic Information. Select current department enrolling personnel on the left column, successively import the enroll ID (1≤x≤65535), name, user ID such as NO.001, finally select the option of Default Attendance.



4.1-2

Default attendance instruction:

1. Duty Time

This is only available to the company with simple off-on-duty working time (two time points). *For example: on-duty time at 9:00, off-duty time at 18:00， then we only need to set one duty time simply.*

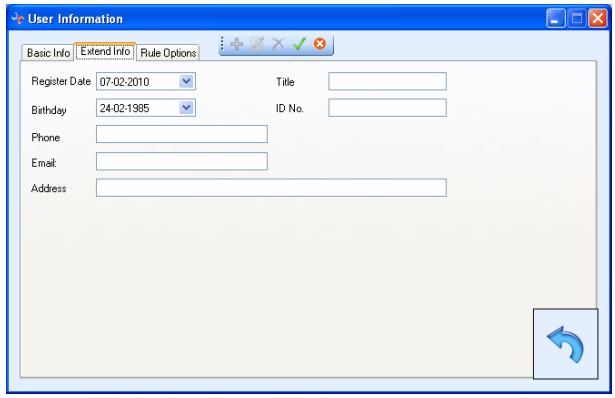
2. Shift

This is available to various-duty-time attendance. Its shift is consisted of non-overlapping duty times. *For example: one company's on-duty time is 9:00-12:00 (set as Forenoon working time) and 13:00-18:00 (set as Afternoon working time), which can be combined into one shift for attendance.*

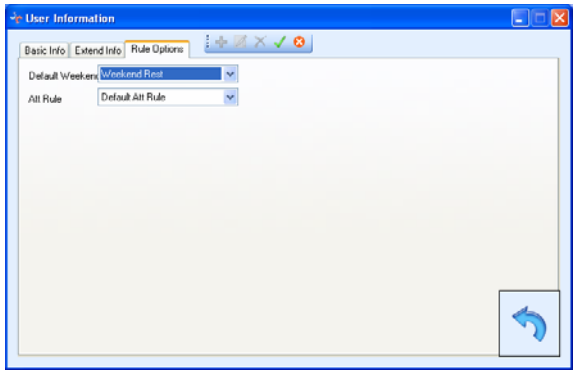
3. S-Group

It is available to the attendance of various and unfixed shifts or rotating shifts. The group is consisted of different shifts. For the group attendance, the system will automatically select the best shift for attendance statistic according to clock-in records. *For example: one company's duty time are: morning class (6:00-10:00), forenoon class (10:30-13:30), afternoon class(14:00-18:00)、evening class(19:00-22:00).Then we can combine the morning class and the forenoon one into Shift 1, forenoon class and afternoon one into Shift 2, afternoon class and evening one into Shift3. Employees can clock-in by the Shift 1, Shift 2 and shift 3 consisted of them. What we only need to do is to set group for attendance instead of tedious re-schedule, because the system will automatically collate the Shift 1 and Shift 2 for attendance statistics according to the actual attendance record.*

Second, click **Extend Info** optional card, import personnel's entry date, position, date of birth, ID number, or leave blank space if un-necessary. Then click **Rule Options** and select the default weekend and others in optional card.

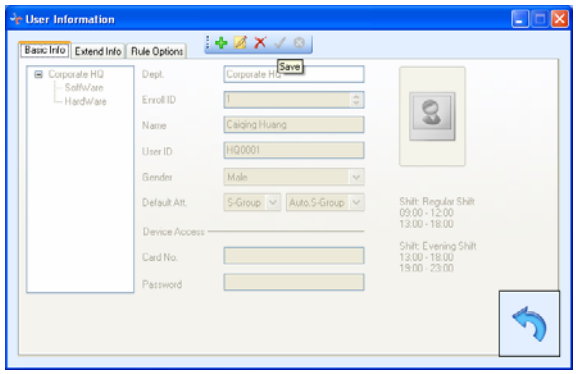


4.1-3



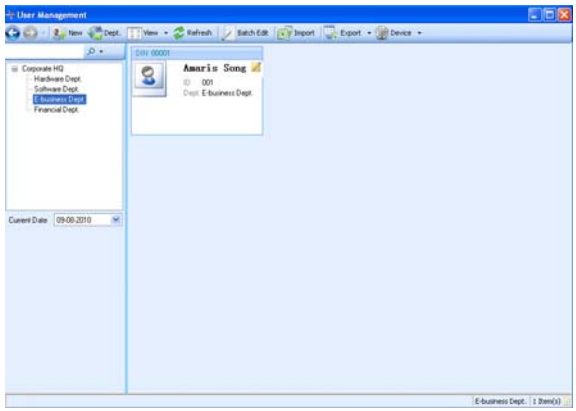
4.1-4

After the import, click **Save** to preserve personnel's information.



4.1-5

Click **Add** for adding more information on the Personnel Information, **Edit** for modifying current personnel's information, **Delete** for removing current personnel's registration and attendance record.



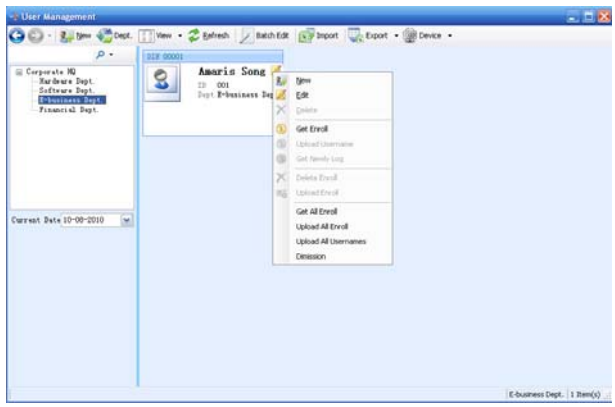
4.1-6

Attentions:

While registering Personnel Information, the Enroll ID in the Basic Information must remain the same with the one in the terminal. Otherwise, that will be different between the fingerprint & password and Personnel Information, leading to mistakes or failure on attendance.

4.1.2.2 User Management

After adding the Personnel Information, the User Management window will automatically add a little information card for the registration personnel. Click **Edit** on this card or right-click it, then we can conduct the operation of New, Edit, Delete, Get Enroll, Upload Username, Get Newly Log, Upload Enroll, Delete Enroll, Demission and others.



4.1-7

1) New

Click **New** to set new personnel information. Please refer to 4.1.2.1 Personnel Registration for more details.

2) Edit

Click **Edit** to re-edit, set the personnel information registered. Then Click **Save** to preserve re-edited information.

3) delete

Click **Delete** to delete the registered information of the current person. **(This function works only under the Demission. It should first make the person to Demission**

User, and then it can delete the person under the Demission condition.)

4) Get Enroll

Click **Get Enroll** to get the current personnel information of fingerprint data, password and card number preserved. And preserve this information in the data base. If there are fingerprint, password and card number of the current personnel on the Fingerprint terminal, there will display the icon of fingerprint【 】, password 【 】、and card number 【 】on the top right corner. One icon displayed demonstrates only one identification mode that the current personnel has registered, while no icon suggests no registration on the fingerprint terminal or the Enroll ID is different from the one preserved on the terminal. The latter situation requires modifying the personnel's **Enroll ID** and re-obtains registered information.

5) Upload Username

Click the **Upload Username** to input current personnel's name on the fingerprint terminal. This information will be displayed on the screen of the terminal during the attendance.

6) Get Newly Log

Click **Get Newly Log** to get newly attendance record on the terminal.

7) Upload Enroll

Click **Upload Enroll**, and upload the fingerprint data, password, and card number of the personnel into the fingerprint terminal. （**PLEASE CONFIRM THAT THERE IS NO DIFFERENCE BETWEEN CURRENT PERSONNEL'S ENROLL ID ON THE RIMS AND THE USER ID ON THE TERMINAL.** ***That's to say Amaris Song's enroll id on the RIMS software is 0001, then her user id on the terminal should be 0001 too.***）.

8) Delete Enroll

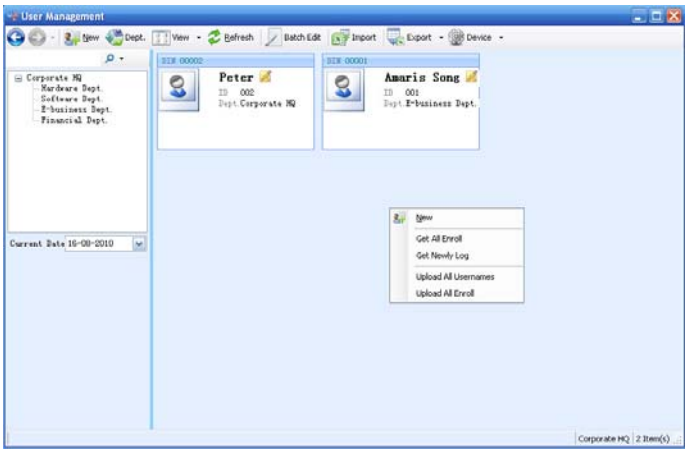
Click **Delete Enroll** to remove all report of the personnel in terminal, including fingerprint data, attendance records and so on.

9) Demission

Click **Demission** to remove the person to the **Demission User**. The information of the very person still exists. The information can be viewed under the Demission User view, and it also allows doing more operation under this view.

4.1.2.3 Device Connection

Click the **Device** icon on the menu to connect and operate the devices (refer to the Device Connection for details) Right click the light blue blank area to get all enroll, get newly log, and upload enroll and others.



4.1-8

1) New

Please refer to 4.1.2.1 Personnel Registration for more details.

2) Get all Enroll

Click **Get all Enroll** to get all information of fingerprint data, password, and card number on the fingerprint terminal and preserve this data into the database.

3) Get Newly Log

Get the new and un-collected attendance records on the device.

4) Upload All Usernames

Click **Upload All Usernames** to import the names of the personnel information in the RIMS software into the terminal, which will be displayed on the screen of terminal.

5) Upload All Enroll

Click **Upload All Enroll** to input all fingerprint data preserved in the database into the terminal.

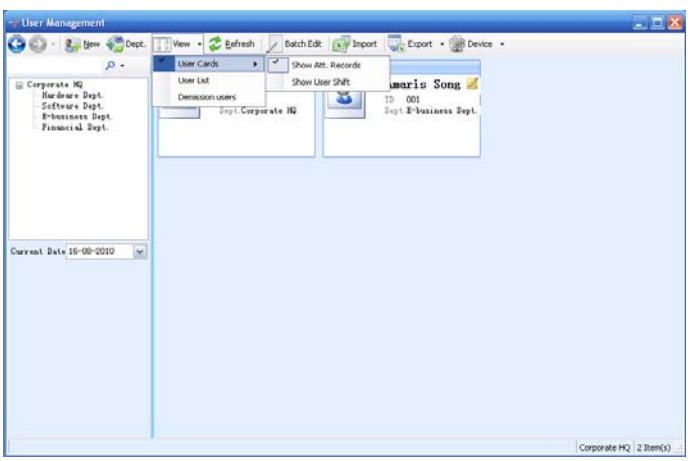
Attentions:

1) **The weekend break is designed for the fixed weekend for the staff every week. Manipulate weekend registration while the weekend is unavailable nor unfixed**

2) **The personnel information requires the exact *entry date* because the attendance begins from the day of entry. If the *inputting date* is later than the entry date, it will display nothing, while the earlier one displays the redundant attendance record.**

4.1.2.4 View

The appearance form of personnel information can be switched among three views; they are **User Cards**, **User List** and **Demission Users** according to the user's requirements. The User Cards, User List view display the in-service persons' information. The Demission Users view displays the demission users' information. The User Card is optional to show & hide attendance report and shifts



4.1-9

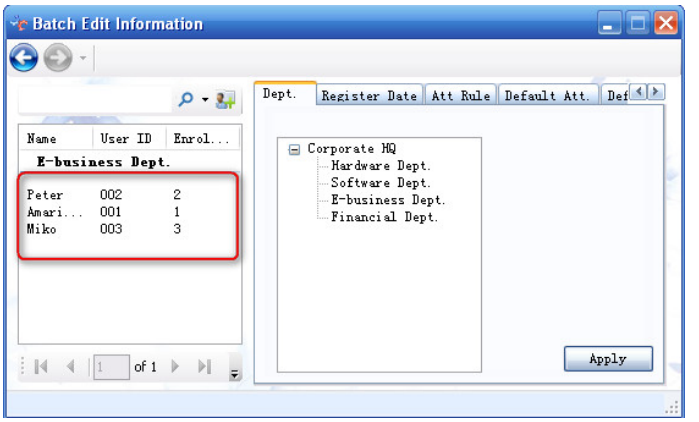
4.1.2.5 Refresh

The **Refresh** can reload personnel information.

4.1.2.6 Batch Edit

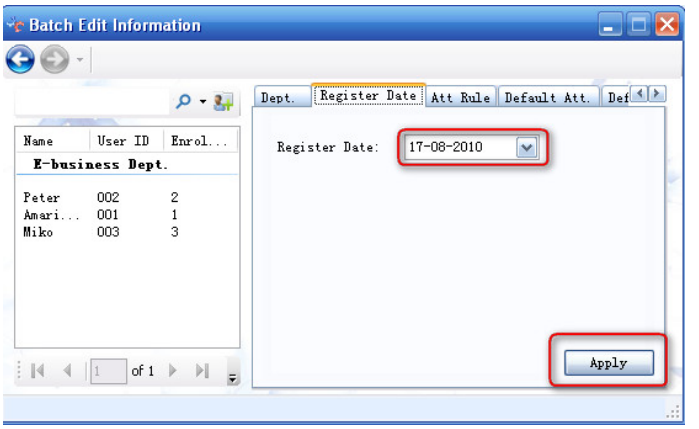
The **Batch Edit** can modify personnel information to a large extent, such as department, entry date, attendance system, default attendance, default weekend and others.

First: select the item of personnel on the left column that needs to be modified.



4.1-10

Second: select the item that needs modification, such as entry date, and then click **Apply**.

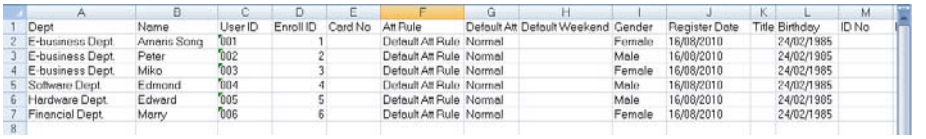


4.1-11

4.1.2.7 Import

The **import** can add batch personnel information through the self-defined column Excel file or the following path: first establish one personnel item on the User

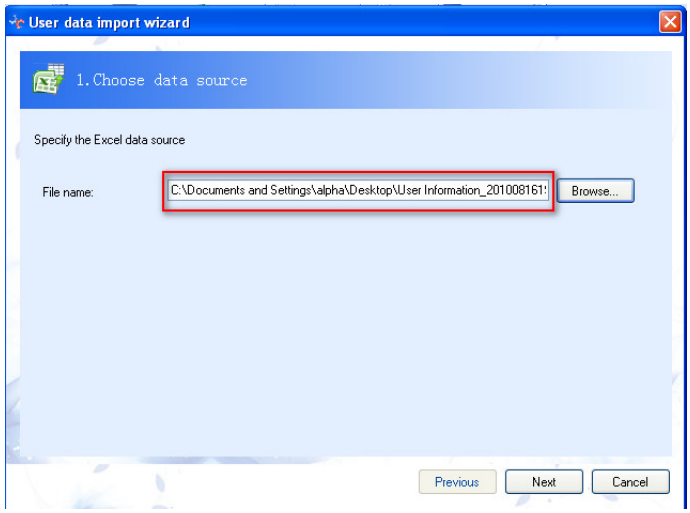
Management window, then export this personnel's information, and then add others' information according to the export format. The save format of the Excel file must be the compatible version of 97-2003, whose postfix is.xls



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Dept	Name	User ID	Enroll ID	Card No	Att Rule	Default Att	Default Weekend	Gender	Register Date	Title	Birthday	ID No
2	E-business Dept.	Amens Song	001	1		Default Att Rule	Normal		Female	16/08/2010		24/02/1985	
3	E-business Dept.	Peter	002	2		Default Att Rule	Normal		Male	16/08/2010		24/02/1985	
4	E-business Dept.	Miko	003	3		Default Att Rule	Normal		Female	16/08/2010		24/02/1985	
5	Software Dept.	Edmond	004	4		Default Att Rule	Normal		Male	16/08/2010		24/02/1985	
6	Hardware Dept.	Edward	005	5		Default Att Rule	Normal		Male	16/08/2010		24/02/1985	
7	Financial Dept.	Merry	006	6		Default Att Rule	Normal		Female	16/08/2010		24/02/1985	
8													

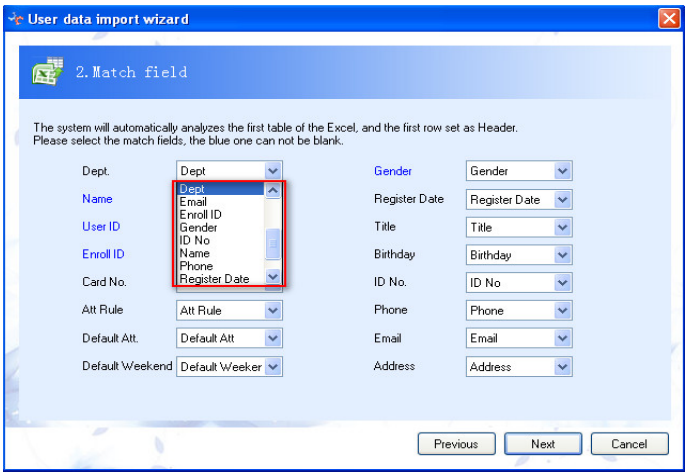
4.1-12

First: select the designed Microsoft Excel file.



4.1-13

Second: Click **Next**, and select the matched column and field. (This step is generally automatic and you don't need to choose the field yourself, click **Next** directly.)



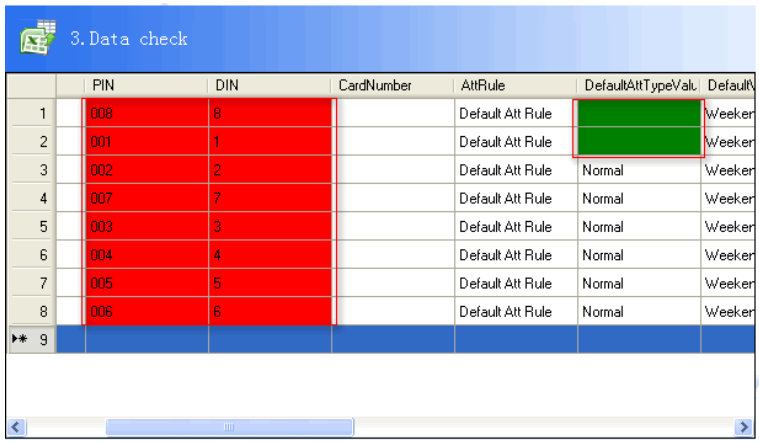
4.1-14

Third: Data Check, check the imported data. If there is something wrong with this data, double click to edit the very data. Or open the file directly to edit the data and then re-import it.

There are two colors prompt:

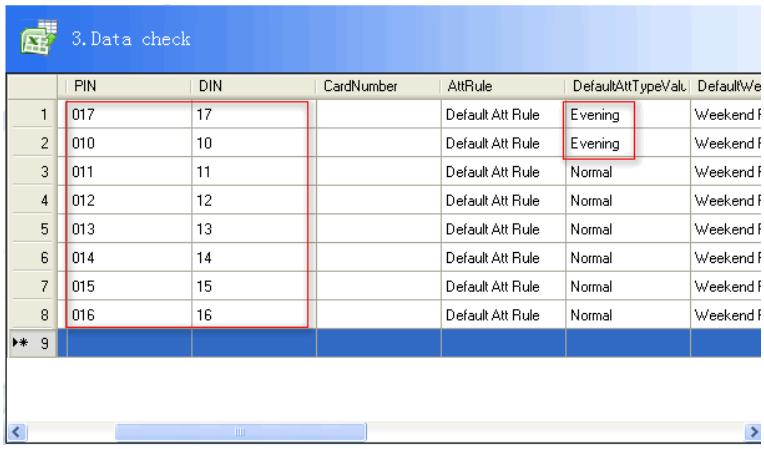
Red: it means that there already exists the info. of the very enroll id in the RIMS software. If you don't edit the importing data, it would fail to import the info. of that enroll id. *For example: because my RIMS software has already had the id (1-8) enroll info. So when I import another id (1-8), then it shows red as the following.*

Green: It means that the AttRule, Default AttType or Default Weekend of the enroll id do not exist in the RIMS database. The software will match it to a default one or make it nothing. If you don't need to set a Default AttType to it, so you can leave it null. If you want to edit it, please right click the very cell and select the item. *For example: the id=8's Default AttType is HR-Shift, but there's no HR-Shift on my RIMS software, so the software make it null, that's to say there's no Default AttType for id=8 now.*


3. Data check
PIN
DIN
CardNumber
AttRule
DefaultAttTypeValu
DefaultW
1 008 8 Default Att Rule Weeker
2 001 1 Default Att Rule Weeker
3 002 2 Default Att Rule Normal Weeker
4 007 7 Default Att Rule Normal Weeker
5 003 3 Default Att Rule Normal Weeker
6 004 4 Default Att Rule Normal Weeker
7 005 5 Default Att Rule Normal Weeker
8 006 6 Default Att Rule Normal Weeker
9

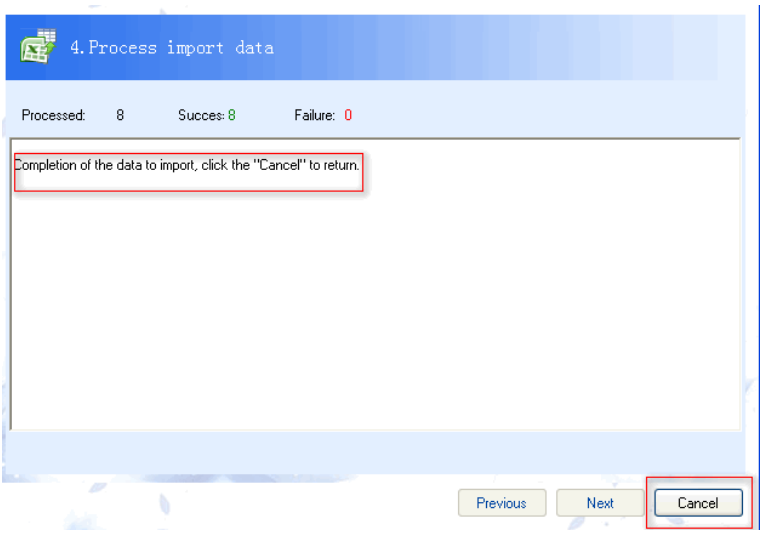
4.1-15

After editing the data, there's no Red Prompt, then click NEXT to import the user info.


3. Data check
PIN
DIN
CardNumber
AttRule
DefaultAttTypeValu
DefaultWe
1 017 17 Default Att Rule Evening Weekend
2 010 10 Default Att Rule Evening Weekend
3 011 11 Default Att Rule Normal Weekend
4 012 12 Default Att Rule Normal Weekend
5 013 13 Default Att Rule Normal Weekend
6 014 14 Default Att Rule Normal Weekend
7 015 15 Default Att Rule Normal Weekend
8 016 16 Default Att Rule Normal Weekend
9

4.1-16

Fourth: Click **Next** to import data if there is nothing wrong with the data.



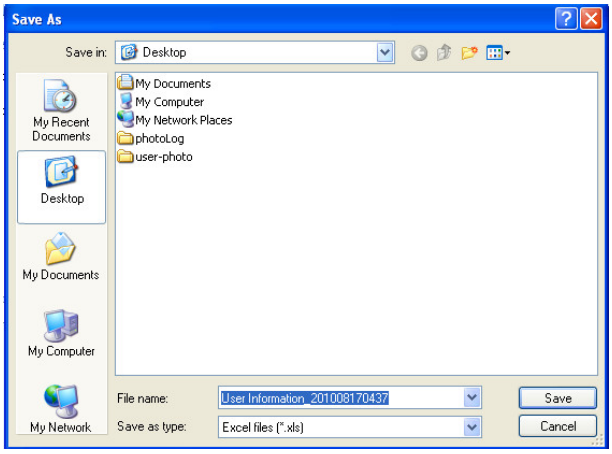
4.1-17

Fifth: Click **Cancel** and reverse back User Management interface after finishing the data import.

4.1.2.8 Export

Export personnel information from the Excel file for preservation or query

First: Select the **Save Path**.



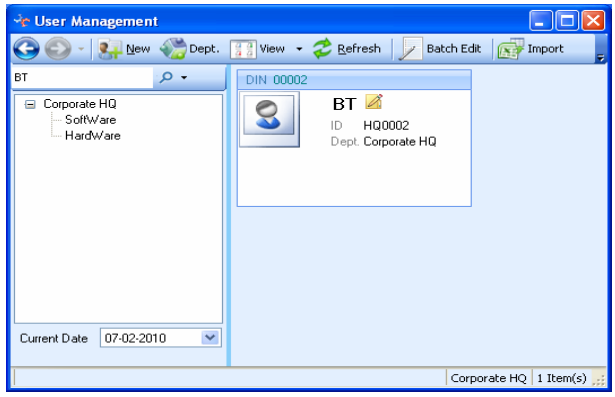
4.1-18

Second: click **Save** to conduct information export that will show a success, then click **OK** to open the current export data.

4.1-19

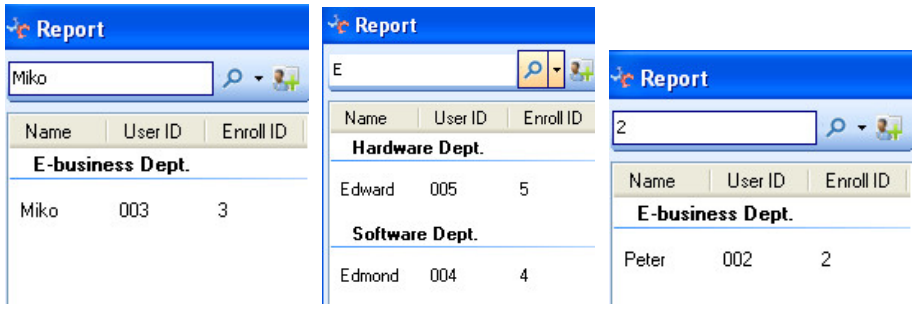
4.1.2.9 Query

If there is too much personnel information and you need someone's information now, please input his name; enroll ID, user ID to query his information quickly.



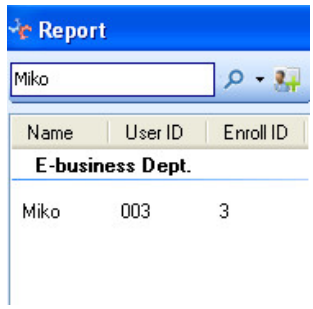
4.1-20

As the following:



4.1-21

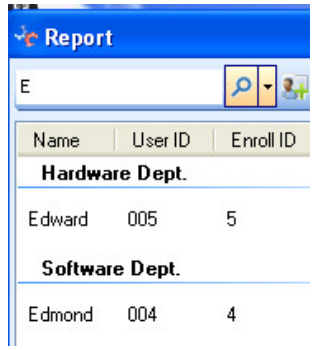
Complete spelling query: input the complete spelling of the user's name, and then search for his/her information. *Let's take "Miko" as an example: input "Miko", then click the* ***query*** *icon, then Miko's information will come to the result.*



4.1-22

Initial query: input the first letter of the name then search. *For example: we want to search "Edmond", then we input "E", all the person those name start with "E" will come to the result.*

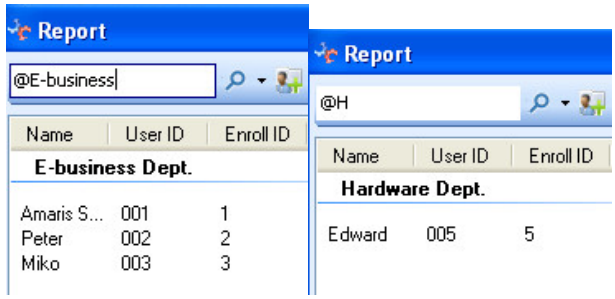
Example: let's query "Edmond", input "E" and click the query *icon, then it comes out:- Edmond, Edward.*



4.1-23

Search the whole department: it allows searching the information of the whole department. It supports "complete spelling query" and "initial query" with the wildcard. Please first input the query condition, wildcard "@" stands for querying the whole department.

As the following:



4.1-24

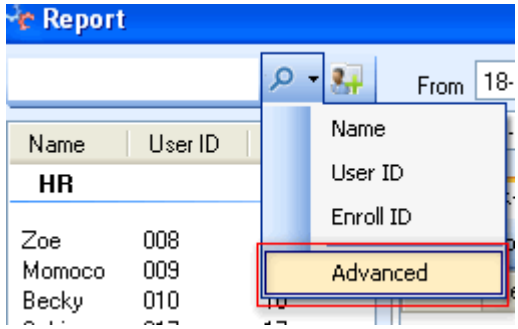
Query user information according to gender: query the female or male information in the company. We can count the gender ratio of the company easily. We can input "#m" or "#M" to query the entire male's information, and "#f" or "#F" for all the female's information.

As the following:

4.1-25

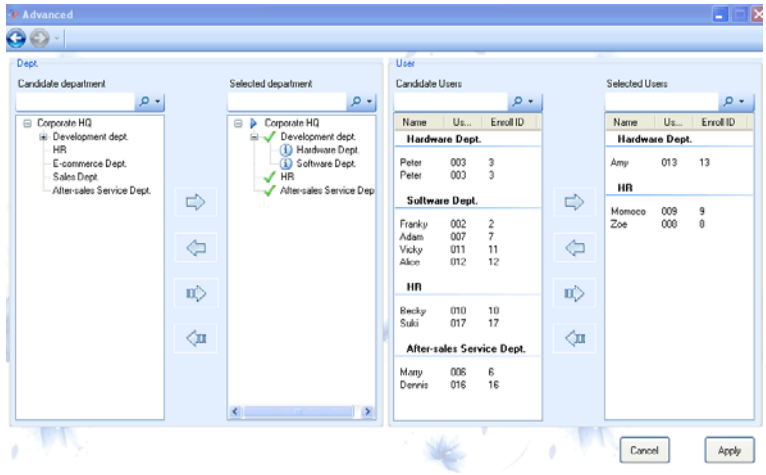
4.1.2.10 Advanced for selecting person

On the Report window, there's an "Advanced" option for selecting person. As the following:



4.1-26

Click the user selection to a pull-down menu, and select the “Advance” to pop-up the Advanced window.



4.1-27

Advanced Instruction:

Candidate department is the department list that can be selected.
Selected department is the departments selected from the Candidate departments list.
Candidate Users is the users from the Selected department. They can be selected to the Selected Users list.
Selected Users is the users selected from the Candidate Users list.
When you select the department from the Candidate department list to the Selected department list, the users from the Selected department will show on the Candidate Users list.
If you want to select someone to the Selected Users, *let’s say Amy (from Hardware dept.). You should first select the “Hardware dept” from the Candidate department list*

to the Selected department. Then "Amy" will show on the Candidate Users list. You could select "Amy" from the Candidate Users list to the Selected Users list then.

Icon instruction:

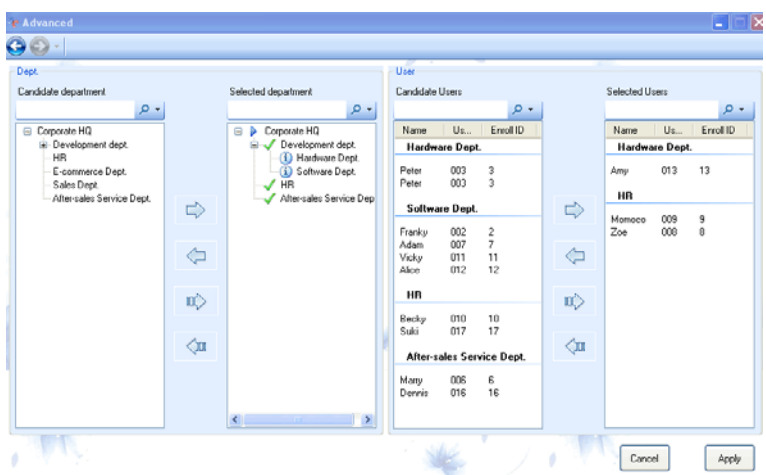
It means Super department of the Selected department.

It means department selected from the Candidate department list.

It means the super department of the very department has been selected. So it's the selected department too.

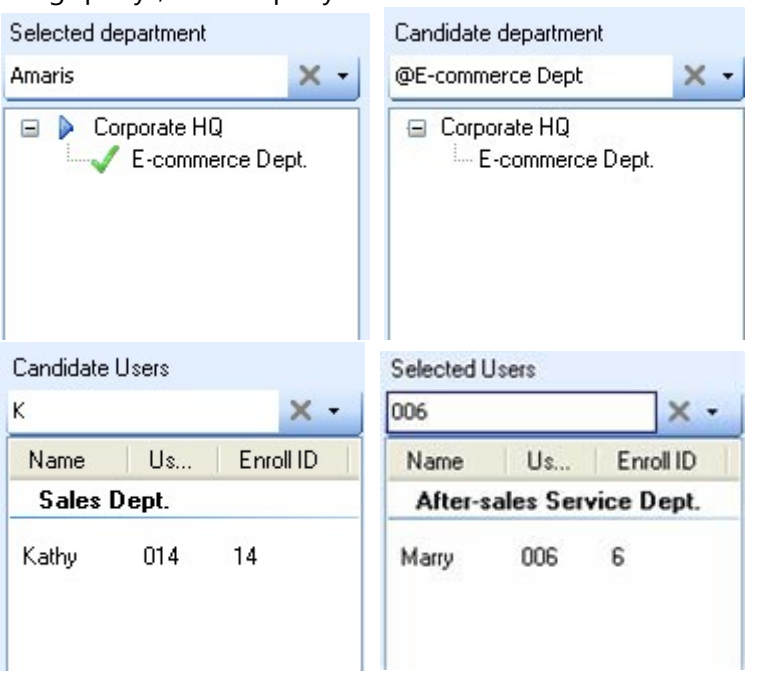
Operation instruction: Search, Double-click, button, drag.

- Search: please refer to the 4.1.2.9. Each column has its own search scope. *For example: from the Selected department list, you can select the persons whose department is on the Selected deparement list. As pic 4.1-25, we can search the person that from the Development dept, Hardware dept, Software dept, HR dept, or After-sales dervice dept. If you want to select the person whose enroll id is 013, please first search 013 on the Candidate department list, then it comes out a department "Hardware Dept.", select it to the Selected department. Then you could select 013 from the Candidate Users to the Selected Users.*
- Double-click: double-click the item, it would be selected from the left column to the right column automatically. *For example: double-click the "Hardware dept" on the Candidate department list, then it would be selected to the Selected department* .
- Button: make the selected department or person from one side to the other side. Select all the department or persons from one side to the other side.
- Drag: select the Candidate user or Selected User and drag it directly from one side to the other side.



4.1-28

According the pic above, you could search through “search the whole department”, “Complete spelling query”, “Initial query” or “Enroll ID”.



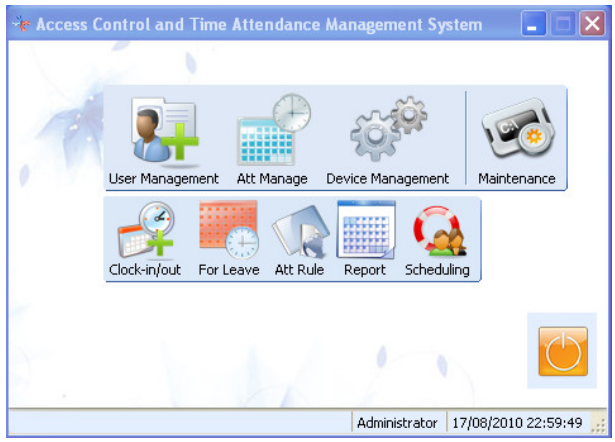
4.1-30

On the Candidate or Selected department list, it shows only the department no matter you search the department name or the user name. When you search someon, let’s say Amaris in the Selected department, it shows her department – E-commerce Dept. More details for the query function, please refer to the 4.1.2.9.

Click ✕ or clear the query box to turn back.

4.2 Attendance Management

On the main menu, focus the mouse on the icon of **Att. Manage** icon, where will display four sub-menus: Append User’s Forgotten Clock-in/out, **Leave Registration**, **Attendance Rule Management**, **Report Query** and **Scheduling**.

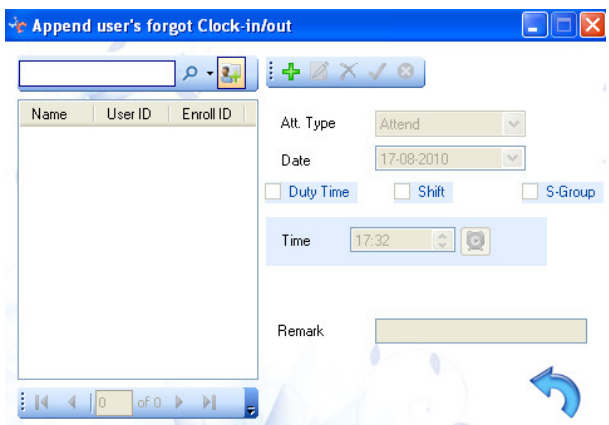


4.2-1

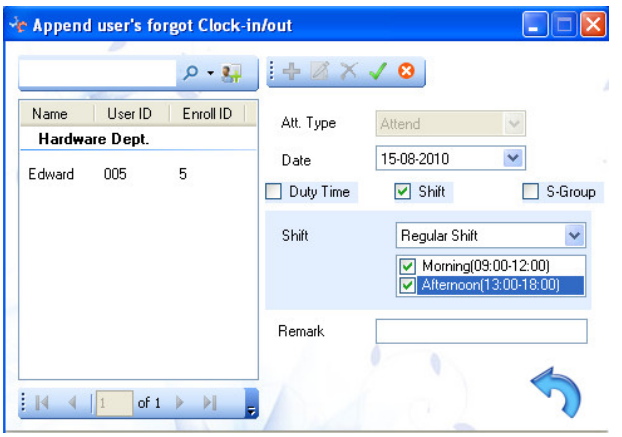
4.2.1 Manual IN/OUT

This item is mainly designed for those staff who had forgotten clock-in/out for the re-attendance.

Please click **Att. Manage** →**Manual IN/OUT**, and enter the Append User's Forgotten Clock-in/out window.



4.2-2

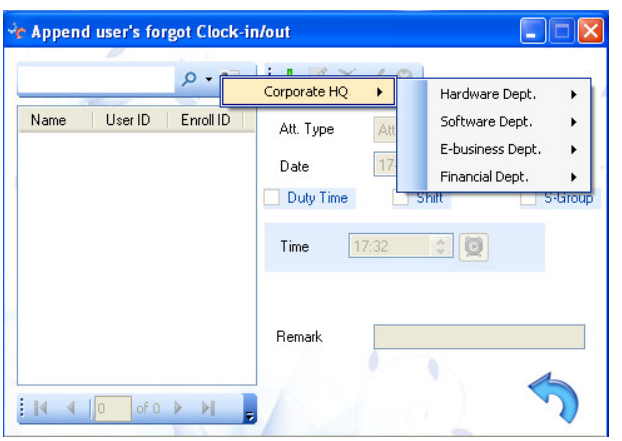


4.2-3

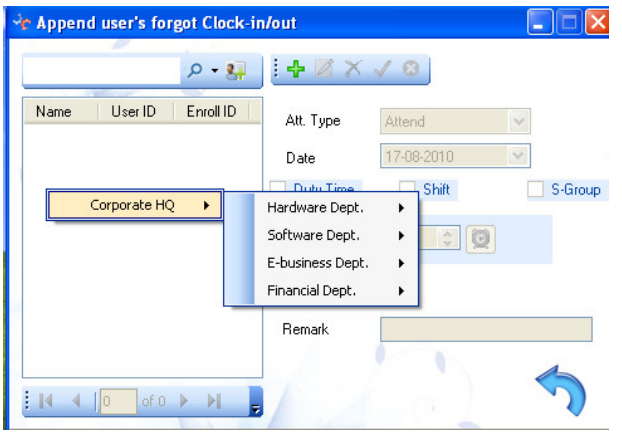
Operating Steps:

1) Select the personnel who needs re-clock-in in this way: click the name of the personnel and select the little icon , or right-click personnel information window on the left column to popup the right-click menu; or input the personnel's user ID, name, enroll ID for query and adding.

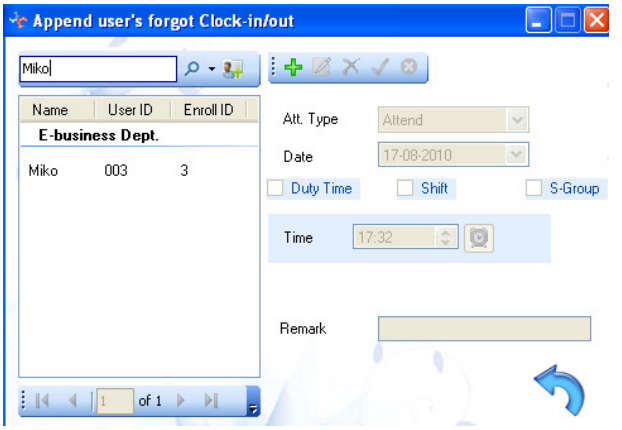
   As the following:



4.2-4

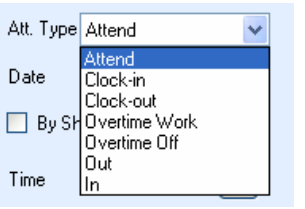


4.2-5



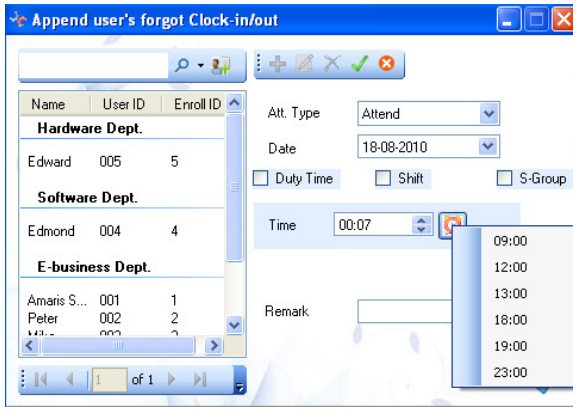
4.2-6

2) Click the icon **Add**, and select the corresponding attendance type for re-clock-in. There's the same option type on the terminal: ***Duty On, Duty Off, Overtime On, Overtime Off, Go out on and Go Out Off***.



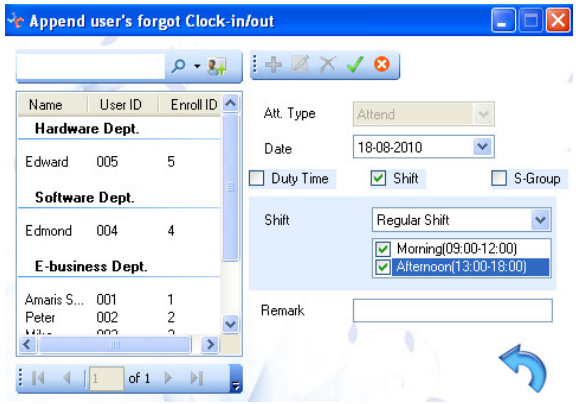
4.2-7

3) Set the clock-in date and time for the personnel in the item of **Date** and **Time.**



4.2-8

4) It is also available to re-attend by Duty time, shift and S-Group. If you manual IN/OUT as 09:00am-12:00pm, then it will conduct two records: clock in at 09:00am and clock out at 12:00pm. And it will match the Duty on and Duty off type automatically.

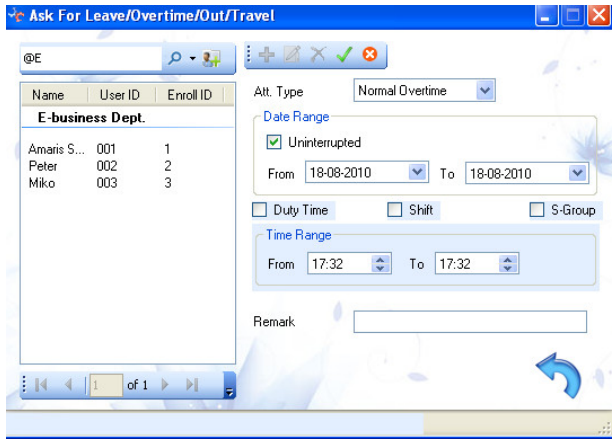


4.2-9

5) Click **Save** to preserve the Manual Clock-in settings.

4.2.2 Leave Registration

The **leave registration** is available to record personnel's overtime, leave, weekend, outgoing, business trip and others. Click **Att. Manage →For Leave**, and enter the **Leave Registration (Ask for Leave/Over/Out/Travel)** window.

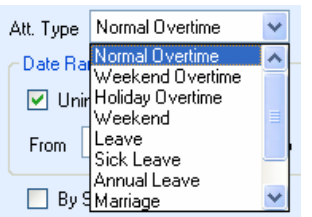


4.2-10

Operating Steps:

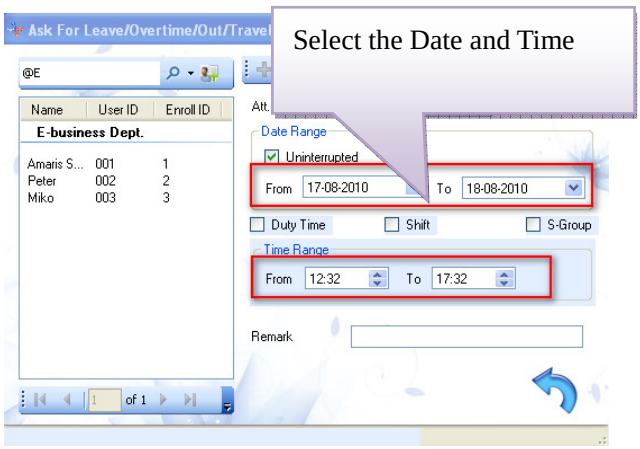
1) Select the personnel. Refer to personnel option on the **Manual IN/OUT** for detailed operating steps.

2) Click **Add** to select attendance type in the **Att. Type** item. There're 13 kinds of types now: Normal Overtime, Weekend Overtime, Holiday Overtime, Weekend, Leave, Sick Leave, Annual Leave, Wedding Leave, Maternity Leaving, Injury Leave, Funeral Leave, On Business, and Outgoing.



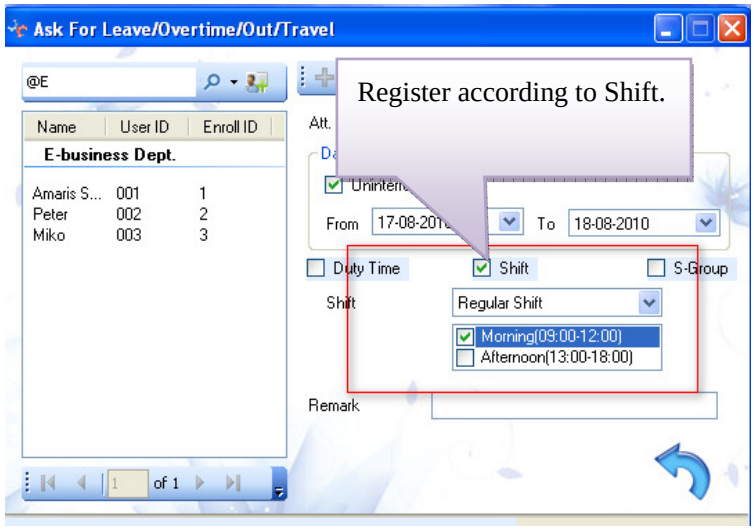
4.2-11

3) Set the date and time range for the Leave Registration.



4.2-12

4) It is also available to register according to Duty Time, Shift and S-Group.



4.2-13

5) Click **Save** to preserve current leave registration.

Attentions:

1) Select the **Uninterrupted** there is only one attendance record even if the span time excesses 24 hours. Cancel the **Uninterrupted**, there will be one attendance record daily.

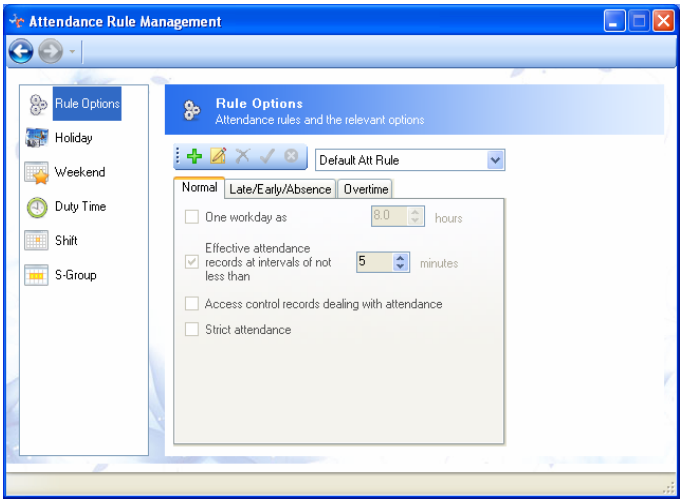
2) **Time Range** The system usually defaults the current time of the system as the time range. It is necessary to input other time and date range in reality. The

beginning date cannot be later than the ending date. When **Un-interrupted** is selected, and the date range within the same day, the beginning time can not be later than the ending time. If the time span excesses 24 hours, the beginning time can be later than the ending time. But the beginning time can be later than the ending time regardless of 24-hour excess or not if the **Un-interrupted** is cancelled.

4.2.3 Attendance Rule Management

The attendance rule management is designed to manage the company and standardize its attendance rule & regulation system.

Click the **Att. Manage** →**Att. Rule** and enter the **Attendance Rule Management** window.

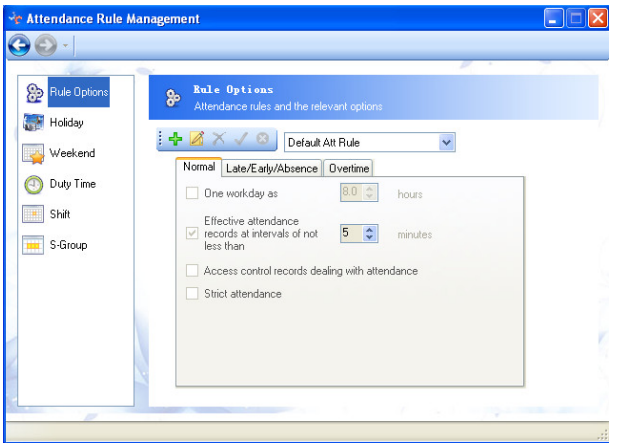


4.2-14

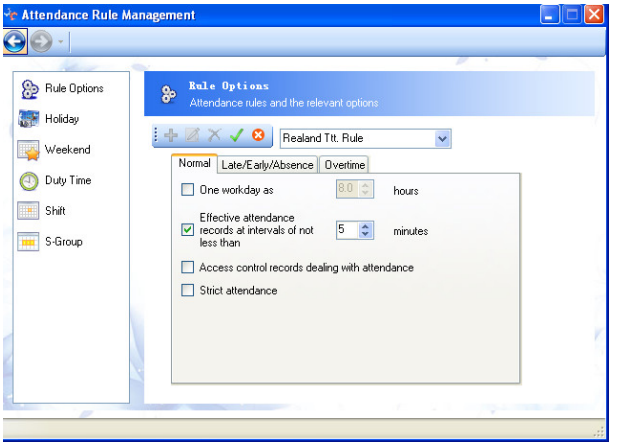
4.2.3.1 Rule Options

➢ Add New Attendance Rule

1) Normal settings



4.2-15



4.2-16

Specification:

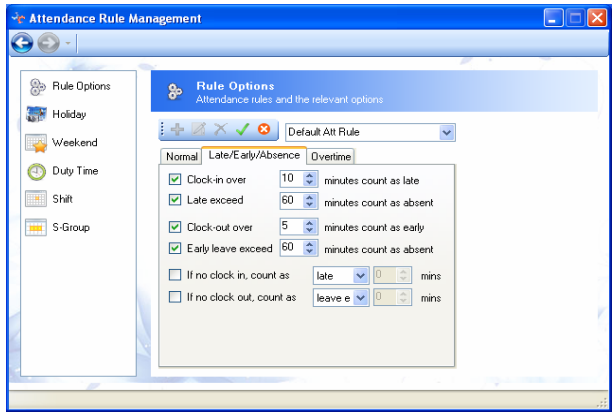
A: For the setting: one work day defaults 8 hours as work time, which means 8-hours or more work time is regarded as one work day.

B: For the Setting: the recorded at interval of no less than 5 minutes count as effective attendance. In 5 minutes after the attendance, it is ineffective for other attendance of the same person.

C: the record of the access control terminal is connected with the attendance stat. (it's available to the access control terminal.)

D: Strict Attendance: the attendance record will be only these two statuses: Duty on and Duty off.

2) Late/ Early /Absence settings



4.2-17

Specification:

a) **Clock-in over 10minutes Count as Late** This rule can be just taken as a standard to who is late or not.

b) **Late Exceed 30 Minutes Count as Absent.** For example, if it is regulated 9:00 am as clock-in time, the personnel who clock-ins later than 9:30 am can be recorded as absent.

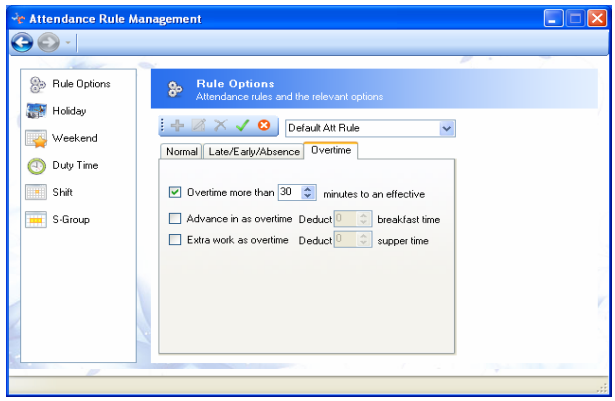
c) **Clock-out over 10 Minutes Count as Early**. For example: the normal clock-out time is set as 17:00, anybody who leaves before 16:50 can be regarded as early.

d) **Clock –out over 30 minutes count as absent**. For example, if it is regulated 17:00 as the clock-out time, the personnel who clock-outs before 16:30 can be recorded absent.

e) **If no clock-in, count as late/absent.** For example, one personnel who forgets to clock-in, can be regarded as late and set the lagged time, or as one-day absent.

f) **If no clock-out, count as early/absent**. For example, one personnel who forgets to clock-out, which can be regarded as early and set the early minutes, or as one-day absent.

3) Overtime Rule Settings



4.2-18

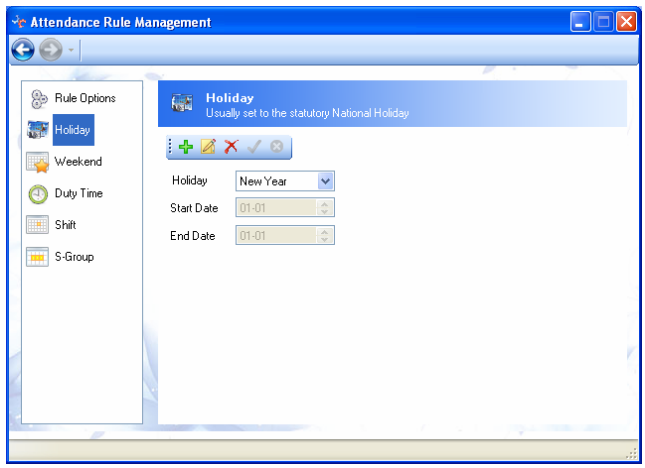
Specification:

It is available to set the overtime that which is more than certain minutes to an effective one.

4.2.3.2 Holiday

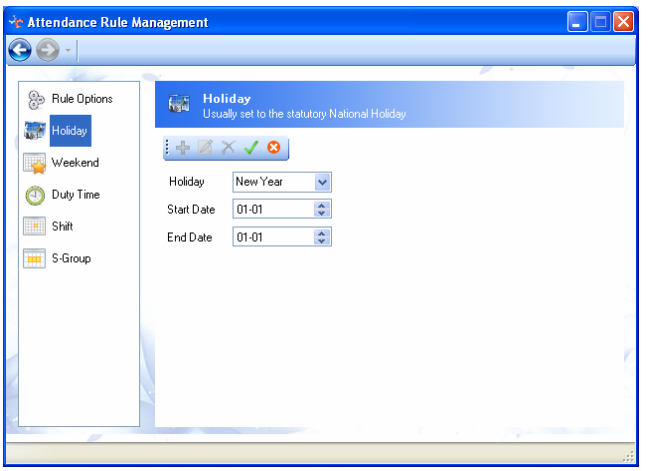
Usually, the holiday is nationally official holidays, such as New Year's Day, Labor Day and China's National Day. The holiday can also be flexibly set according to the company's requirements.

Click **Holiday** on the left column of Attendance Rule Management to add/edit holiday



4.2-19

1) Click **Add**; input the name of holiday and its Starting and Ending date. As followings:



4.2-20

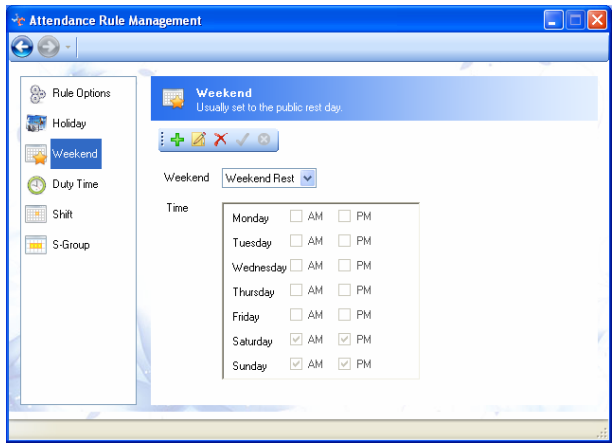
2) Click **Save** icon to complete the setting.

3) Edit Holiday

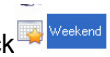
- Select the name of holiday that needs modification on the column of **Holiday's Names**, then click **Edit**.
- Modify holiday's name within the **Holiday's Name** box corresponding and modify its beginning and ending time holiday.
- After clicking **Save** icon, the information of the holiday will be updated automatically.

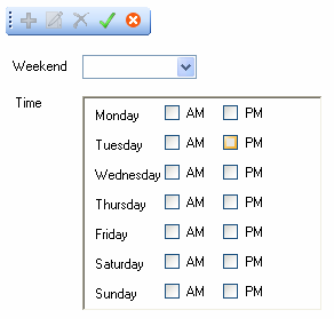
4.2.3.3 Weekend Settings

The weekend can be set according to the company's requirement.



4.2-21

1) Click  on the left column of **Attendance Rule Management**, and turn to the **Weekend** window. Click **Add**; input the name of the weekend and its time that can be differently set according to company's actual rules and shifts, as the following:



4.2-22

2) Click **Save** after setting.

3) Modify Weekend settings

- Select the name of the weekend on the pull-down menu below the **Weekend,** and click **Edit**
- Modify the name of the weekend within the box **Weekend** and input the weekend time before the corresponding weekend time.
- Click **Save** to finish.

Attentions:

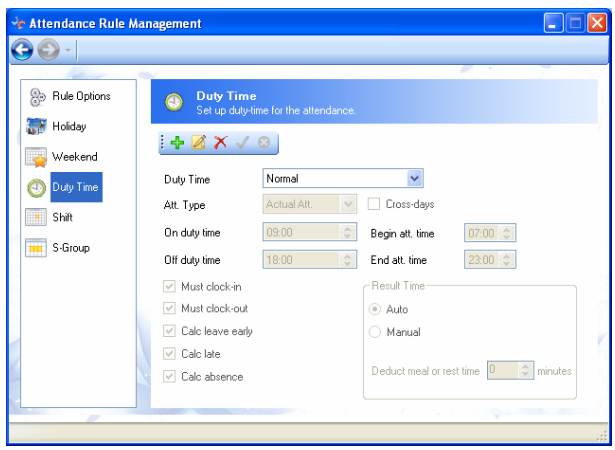
- The **Weekend** that has been applied to the personnel cannot be deleted.
- It is not allowed to repeat name and time of the fixed **weekend**.

4.2.3.4 Duty Time

This is only suitable to the simple on-off-duty company that needs two simple time points. For example: on-duty time at 9:00, off-duty time at 18:00. The various on-off-time companies require setting up several time and shifts. Please refer to 4.2.3.5. Shift for details.

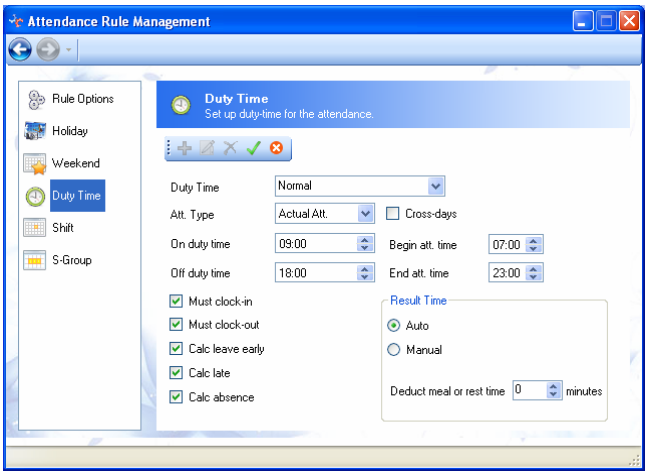
Setting steps of on-duty time following:

Click **Duty Time** on the left column of the Attendance Rule Management; enter the setting window of Duty Time.



4.2-23

1) Click **Add**, set the name of the shift within the box of **Duty Time**, and set **Att. Type** and **On/off-Duty Time**. Such as:



4.2-24

2) Click **Save** after finish. The pull-down menu of **Duty Time** will display **Normal** duty time.

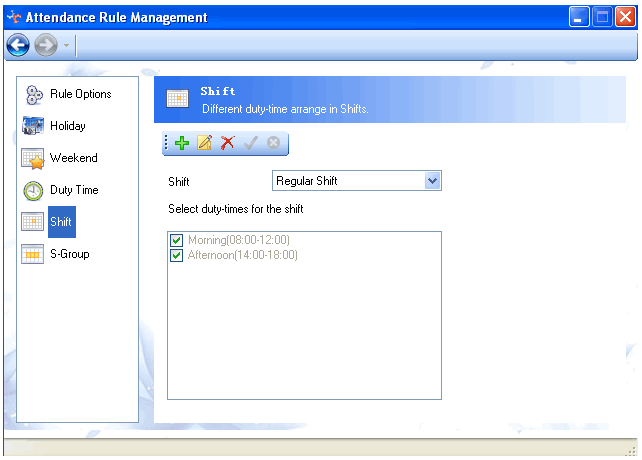
3) Click **Edit** to modify and set the optional shifts.

Attentions:

The attendance type of Actual in, Normal Overtime, Holiday Overtime, and Weekend Holiday will be shown as the Must Clock-in or Must clock-out in the stat. report.

4.2.3.5 Shift

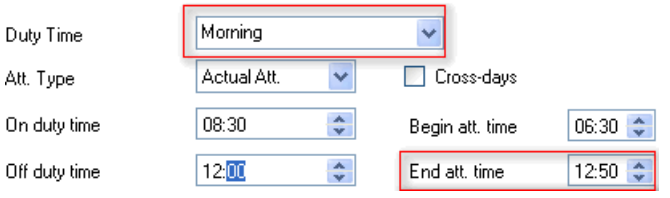
This is available to the company of various on-off-duty-time attendances. The shift is consisted of non-overlapping duty time. For example: a company's on-duty time is 9:00-12:00 and 13:00-18:00, which can be set as Morning Class duty time and Evening Class one respectively. The morning-class and the evening-class can be combined into one shift for attendance. The un-regular/rotating shift can be set as shifts and S-groups. Please refer to 4.2.3.6 S-Group for details.



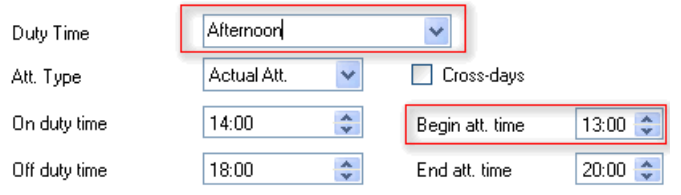
4.2-25

Attentions:

- When creating a new Shift including two or three duty time, the End att. Time of the previous duty time can not be latter than the Begin att. Time of the latter one. *For example: i am creating a new shift now, including two duty time: morning: 08:30-12:00, and afternoon: 14:00-18:00. When i creat these two new duty time, i should make sure that the End att. Time of the duty time "**Morning**" cannot be latter the Begin att. Time of the duty time "**Afternoon**". Let's say when the Begin att. Time of the "**Afternoon**" is set to 13:00, then the End att. Time of "**Morning**" could not latter than 13:00. We could set it to 12:30, 12:50,or 12:59 etc.*



4.2-26

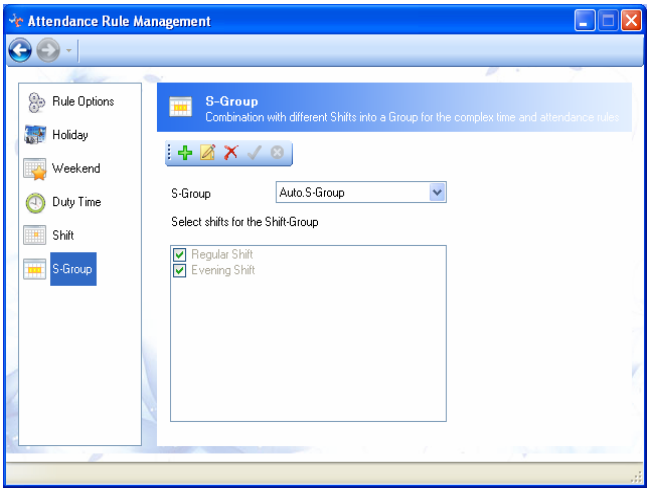


4.2-27

- According to the two duty time and shift above, when someone let's say Peter clocks out at 13:10 for lunch, then it will be recorded as Peter's clock-in time for the duty time **Afternoon**, and no clock-out record for the duty time **Morning**, and it count as "Forgotten clock-out" for the duty time **Morning**.

4.2.3.6 S-Group

This is available to the company with un-regular shifts. The group is consisted of shifts. As to the group attendance, the system will automatically select the best shift for attendance statistics according to the records. For example: a company: morning class is 6:00-10:00, noon class 10:30-13:30, afternoon class 14:00-18:00 and evening class 19:00-22:00, then we can combine the morning+noon classes into Shift 1 and noon+afternoon ones into Shift 2 respectively, which can be combined in a group. Then we only need to set up the S-group for the attendance instead of tedious shifts, the system will automatically select Shift 1 or Shift 2 for attendance according to actual attendance records.



4.2-28

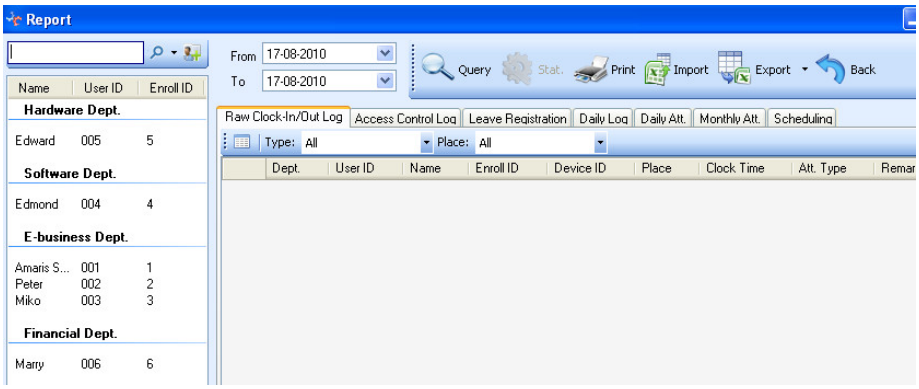
Attentions:

- S-Group is for the regular attendance. When one company doesn't have a regular working time, such as for Monday, Wednesday, Friday in one working time, and Tuesday, Thursday, and Saturday in another working time, please schedule their working time in the "Scheduling" window. Please refer to the **4.2.5 Shift Scheduling** for more details.

4.2.4 Attendance Report

The **attendance report** offers query and print of the personnel attendance.

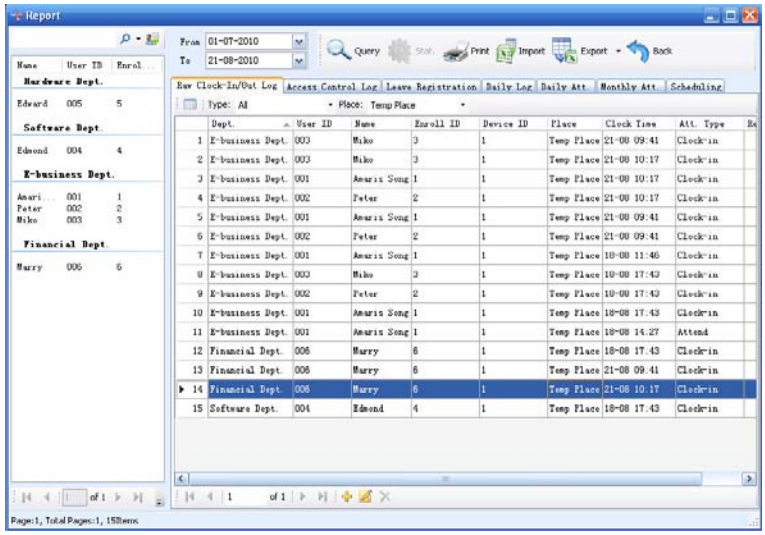
Click **Att. Management** →**Report** to enter the Report window, as following.



4.2-29

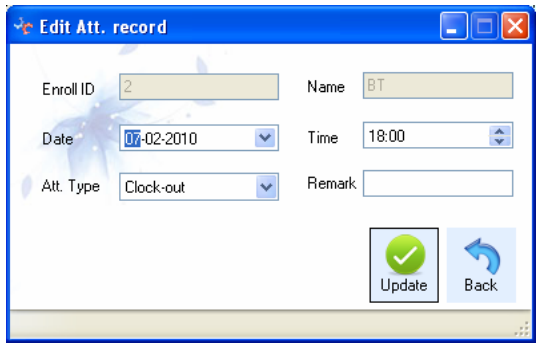
4.2.4.1 Clock-in/out Log

Select the optional card of **Clock-in/out Log** for the personnel information (please refer to personnel option).Input the beginning and ending time then click Query for one's detailed clock-in/out attendance records.



4.2-30

- **Edit the selected record** that displays blue, right click or double-click the very record and edit the attendance type and clock-in time.



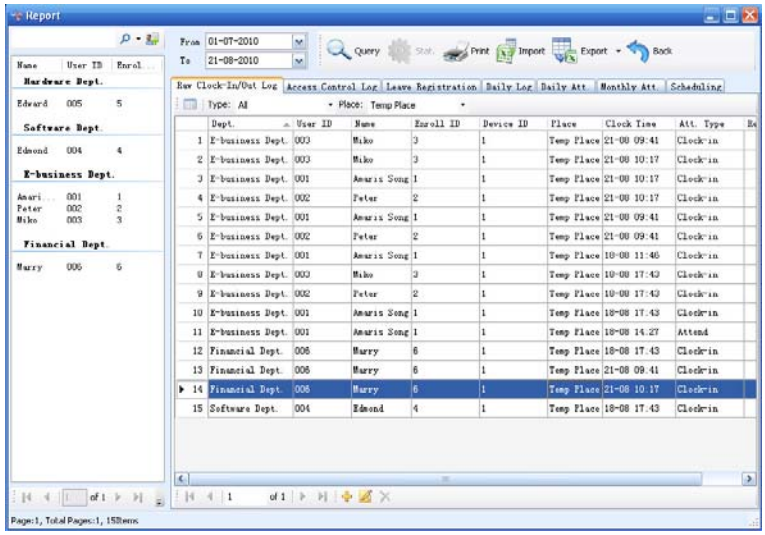
4.2-31

If the terminal is with the camera function, it will display this interface with the Enroll photo and the immediate photo, as the following:

4.2-32

- **Delete the selected record.** Select this record; right click the **delete** below to delete it. And it's available to delete several records at one time. It's unavailable to cancel the records downloaded from the terminal that haven't been edited yet.

For Example: (**HOW TO DELETE A NEW RECORD?**)

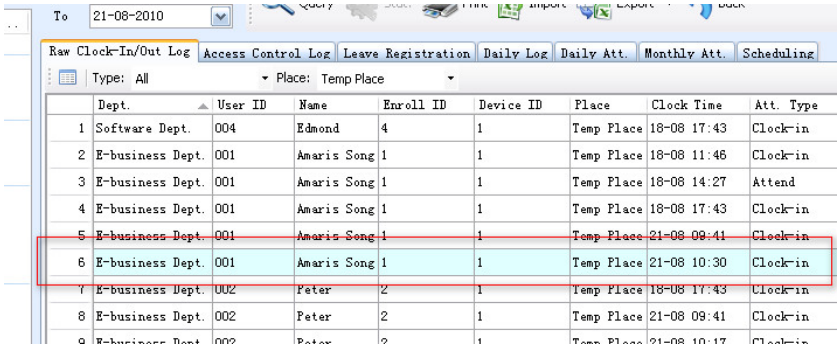


4.2-33

I haven't edited the new logs downloaded from the terminal, as the Pic_4.2-31, I cannot delete these records. When I edit one record, as the following:

I edit one of Amaris Song's record, such as the Time, change 10:17 to 10:30, and click update. Then the background color of the very record turns from white to this one .

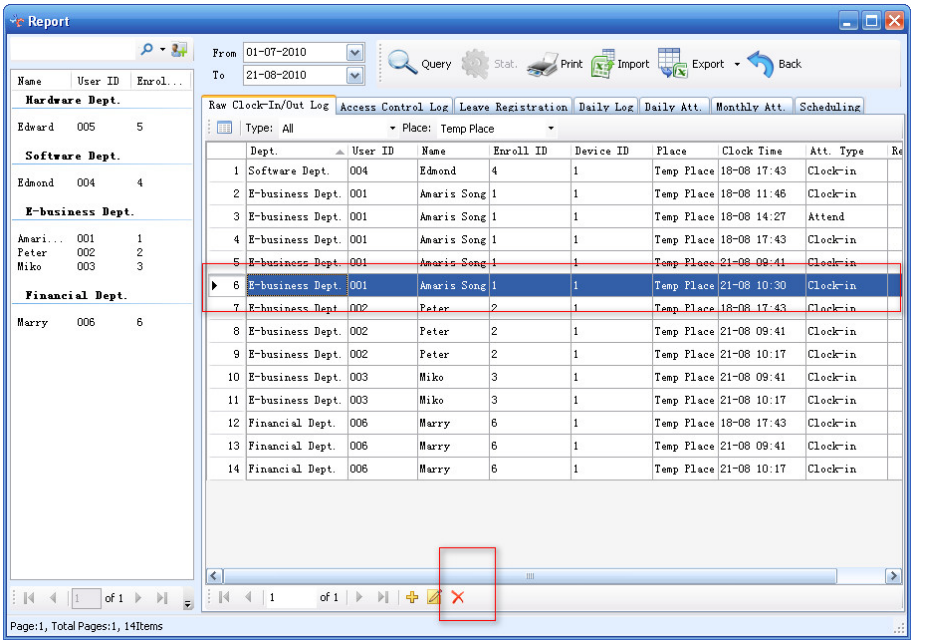
4.2-34



	Dept.	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type
1	Software Dept.	004	Edmond	4	1	Temp Place	18-08 17:43	Clock-in
2	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 11:46	Clock-in
3	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 14:27	Attend
4	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 17:43	Clock-in
5	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 09:41	Clock-in
6	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 10:30	Clock-in
7	E-business Dept.	002	Peter	2	1	Temp Place	18-08 17:43	Clock-in
8	E-business Dept.	002	Peter	2	1	Temp Place	21-08 09:41	Clock-in

4.2-35

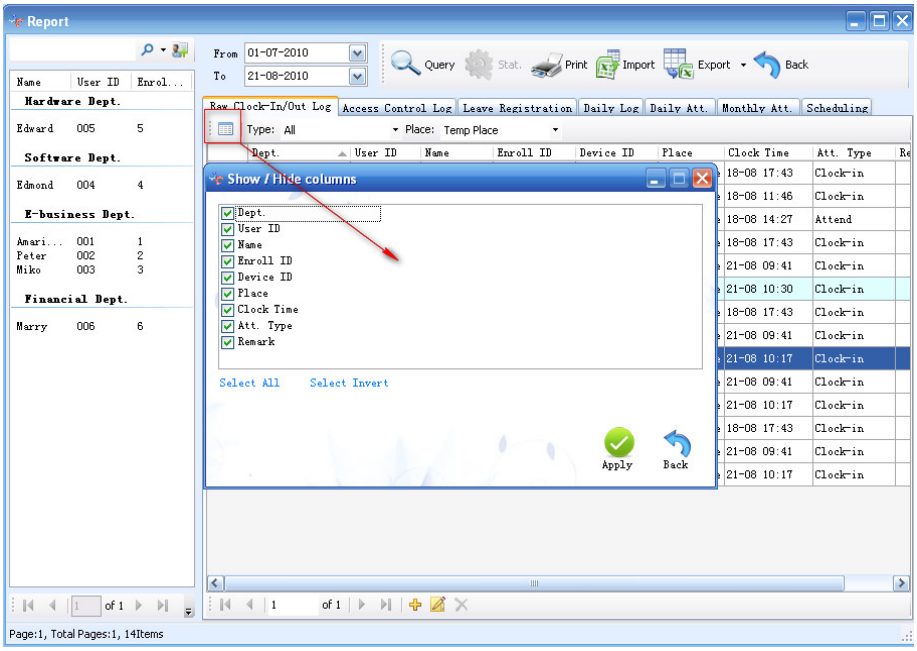
Then click to select the edited record, and it can be delete it now! as the following:



	Dept.	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type
1	Software Dept.	004	Edmond	4	1	Temp Place	18-08 17:43	Clock-in
2	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 11:46	Clock-in
3	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 14:27	Attend
4	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 17:43	Clock-in
5	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 09:41	Clock-in
6	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 10:30	Clock-in
7	E-business Dept.	002	Peter	2	1	Temp Place	18-08 17:43	Clock-in
8	E-business Dept.	002	Peter	2	1	Temp Place	21-08 09:41	Clock-in
9	E-business Dept.	002	Peter	2	1	Temp Place	21-08 10:17	Clock-in
10	E-business Dept.	003	Miko	3	1	Temp Place	21-08 09:41	Clock-in
11	E-business Dept.	003	Miko	3	1	Temp Place	21-08 10:17	Clock-in
12	Financial Dept.	006	Marry	6	1	Temp Place	18-08 17:43	Clock-in
13	Financial Dept.	006	Marry	6	1	Temp Place	21-08 09:41	Clock-in
14	Financial Dept.	006	Marry	6	1	Temp Place	21-08 10:17	Clock-in

4.2-36

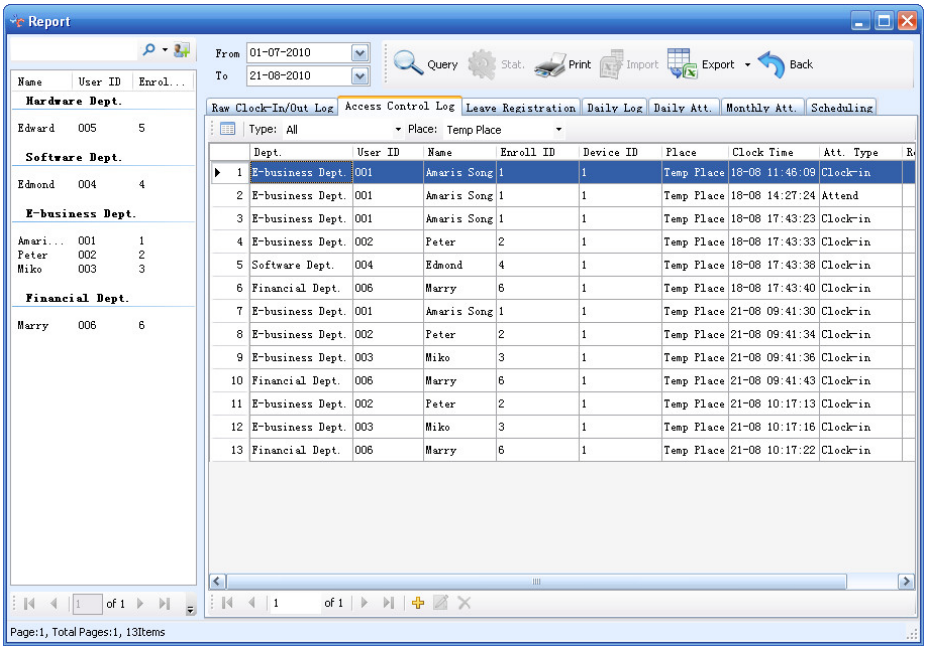
- **Show/hide the column wanted**, click **Button**, select the **Show/Hide Column** wanted to be shown or hidden, and click to save it.



4.2-37

4.2.4.2 Access Control Log

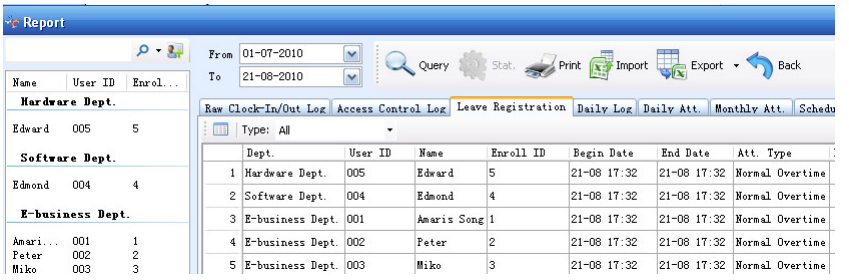
Select Access Control Log, input the date and click Query for all the detailed clock-in/out information on these days. The detailed and selected record of clock-in/out information will show its owner's name. If the name is null, it will show the record without name. It is also available to set the show/hide column. (Please refer to Show/Hide Column for details)



4.2-38

4.2.4.3 Leave Registration Log

Click **Leave Registration**, select the department and personnel item that you want to query, input the beginning and ending date, then click **Query** for their leave records.



4.2-39

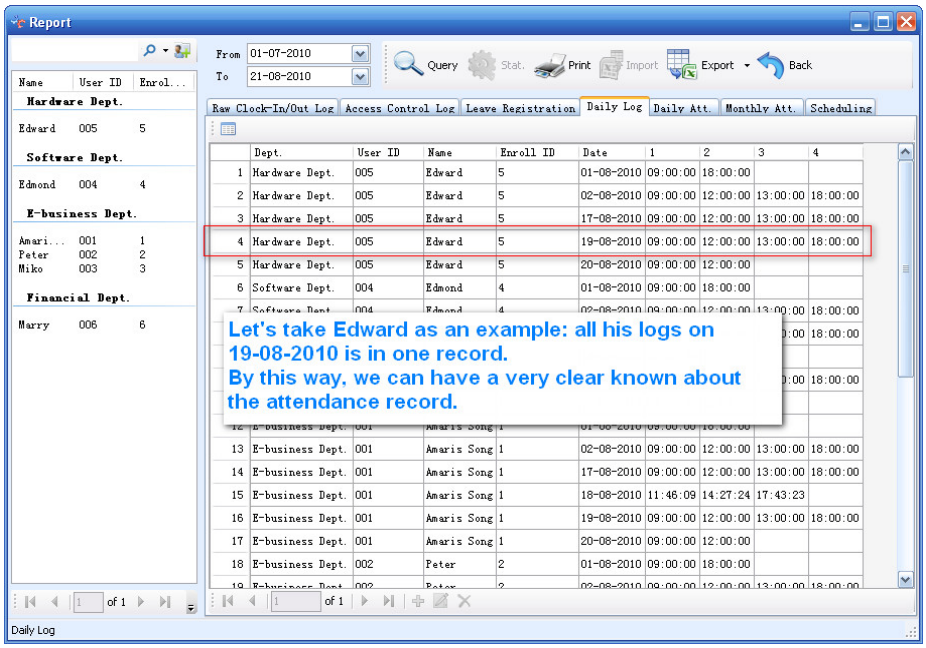
It is allowed to delete, edit and append clock-in and register leave and so on for the leave Registration. Please refer to (Delete, Edit, Manual IN/OUT, leave registration, show /hide column) for more details.

4.2.4.4 Daily Log Report

Select **Daily Log Report** and the personnel item that you want to queried (please refer to personnel option), set the querying date, and click Query to query personnel's daily logs. It will show his detailed daily attendance information after statistics.

From the **Daily Log Report**, we can have a very clear known about personnel's attendance record.

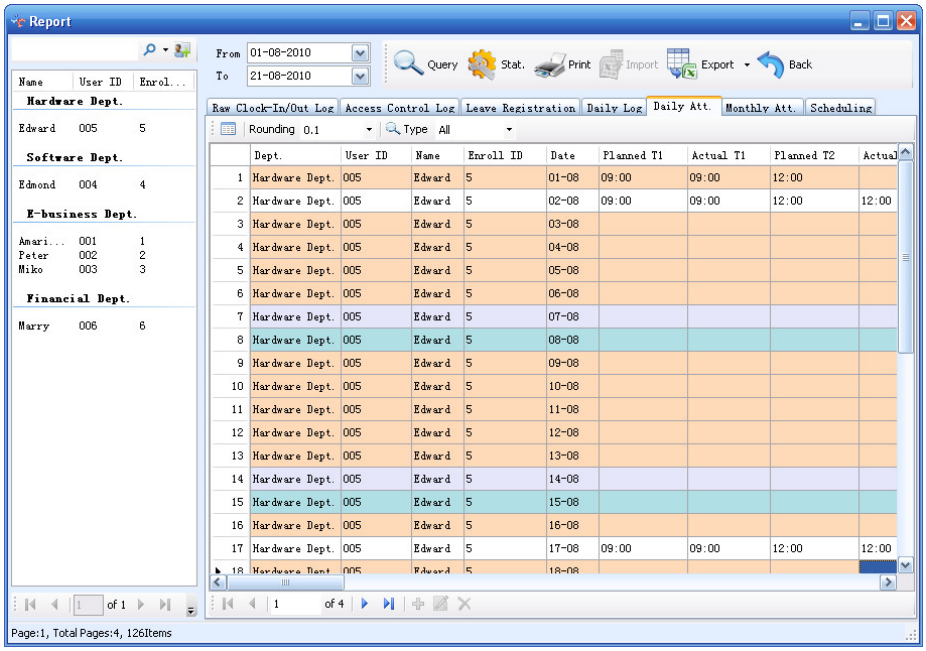
Let's take Edward as an example: all of his logs on 109-08-2010 are in one record.



4.2-40

4.2.4.5 Daily Attendance Report

Select **Daily Attendance Report** and the personnel item that you want to queried (please refer to personnel option), set the querying date, and click **Query** to query personnel's daily attendance. It will show his detailed daily attendance information after statistics.



4.2-41

Attentions:

Colors in the Report mean different situations.

: It means that the record is normal.

: It means Late Arrival, and it counts the Late Arrival frequency of the person.

: It means that there's no attendance record, append clock-in nor leave registration, or the Absence.

: It means Saturday.

: It means Sunday.

Specification of Daily Attendance Report:

Actual Attendance (hours): the actual attendance hours is the total time difference of

clock-in and clock-out. For example, the clock-in/out time of a day is, respectively, time1:- 9:00, time2:- 12:00, then the actually attendance hours is 3 hours.

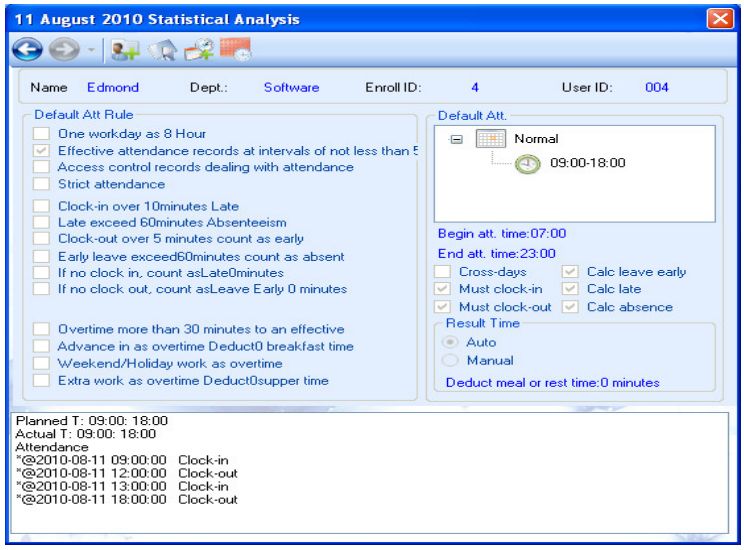
Actual attendance days: it can be reckoned as one day if there is actual attendance minute or second.

Late Clock-in (times): It can be regarded as one time if there is late clock-in on the very day.

Early Clock-out (times): It can be taken as one time if there is early clock-out on the very day.

4.2.4.6 Statistical Analysis

Double click the **stat.** record in the **Daily Att. Report**. It will pop up a Statistical Analysis interface, as the following:


11 August 2010 Statistical Analysis
Name Edmond Dept.: Software Enroll ID: 4 User ID: 004
Default Att Rule
One workday as 8 Hour
Effective attendance records at intervals of not less than 5
Access control records dealing with attendance
Strict attendance
Clock-in over 10minutes Late
Late exceed 60minutes Absenteeism
Clock-out over 5 minutes count as early
Early leave exceed60minutes count as absent
If no clock in, count asLate0minutes
If no clock out, count asLeave Early 0 minutes
Overtime more than 30 minutes to an effective
Advance in as overtime Deduct0 breakfast time
Weekend/Holiday work as overtime
Extra work as overtime Deduct0supper time
Default Att.
Normal
09:00-18:00
Begin att. time:07:00
End att. time:23:00
Cross-days
Calc leave early
Must clock-in
Calc late
Must clock-out
Calc absence
Result Time
Auto
Manual
Deduct meal or rest time:0 minutes
Planned T: 09:00: 18:00
Actual T: 09:00: 18:00
Attendance
*@2010-08-11 09:00:00 Clock-in
*@2010-08-11 12:00:00 Clock-out
*@2010-08-11 13:00:00 Clock-in
*@2010-08-11 18:00:00 Clock-out

4.2-42

Statistical Analysis for the **Daily Att**. Can realize the following functions:

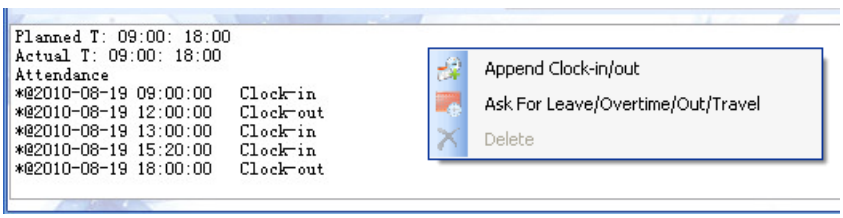
a. Check or modify the Att. Rule of the selected record, as following:

Name Edmond Dept.: Software
Default Att Rule
One workday as 8 Hour
Effective attendance records at intervals of not less t
Access control records dealing with attendance
Strict attendance
Clock-in over 10minutes Late
Late exceed 60minutes Absenteeism
Clock-out over 5 minutes count as early
Early leave exceed60minutes count as absent
If no clock in, count asLate0minutes
If no clock out, count asLeave Early 0 minutes
Overtime more than 30 minutes to an effective
Advance in as overtime Deduct0 breakfast time
Weekend/Holiday work as overtime
Extra work as overtime Deduct0supper time

4.2-43

The picture above displays the Default Att Rule. It takes effect when it is selected. When it needs to modify the setting or modify other attendance rule, click icon to enter the Attendance Rule Management window. **Attention: Once you modify the attendance rule, it would re-statistics the attendance data during the very duty time.**

check or modify the Attendance records and Leave Registration for the very day. (As the following)



4.2-44

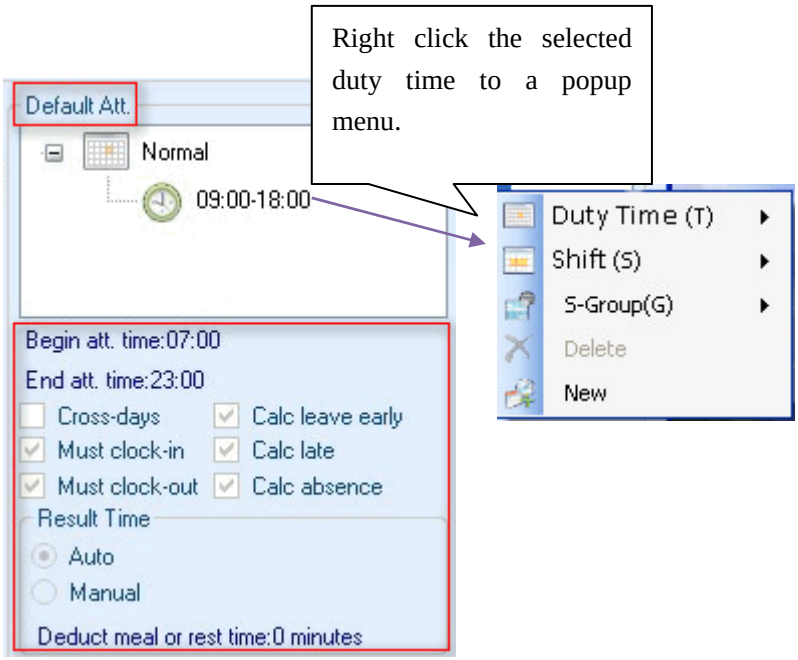
As the pic_4.2-43 above, it could query the attendance rule and att. Shift for the user on the very day.

It can also check the planned time and actual time and other detail information of the users.

It allows double clicking to edit the record. It allows right clicking to add or delete the record and append the record.

It allows right clicking the blank area for a popup menu to Append clock-in/out or ask for leave/overtime/out/travel. And it allows clicking the icon to append click IN/OUT or leave registration.

b. Check or modify the Att. Shift or the User. (Defaulted Shift & Scheduling)



4.2-45

It allows checking the attendance rule of the very user. Right click the selected duty time to a popup menu. It allows to modify the attendance rule of the very day. if you want to modify the attendance rule of the users, please click the icon to enter the attendance rule management window, and do the operation.

Attentions: (what causes statistics exception?)

1) Lack of clock-in/out record.
2) The clock-in/out time is not during the begin att. Time and end att. Time.
3) The clock-in/out are not corresponding.
4) The Late Arrival or Leave early time exceeds the setting time.

4.2.4.7 Monthly Attendance Report

Select **Monthly Attendance Report**, add new personnel item through the import of name, enroll ID and user ID or click Optional Personnel and right click optional personnel on user list to add personnel item needs to be queried. Set up the query date, and click Query for monthly attendance report, click Statistics for monthly attendance statistics if there is no data. There will be detailed information of the

monthly attendance after the statistics.

Attentions:

On **Monthly Attendance Report**, the colors must be in accordance with the ones in the daily attendance report, please refer to Attention in daily attendance for details.

4.2.4.8 Import attendance record

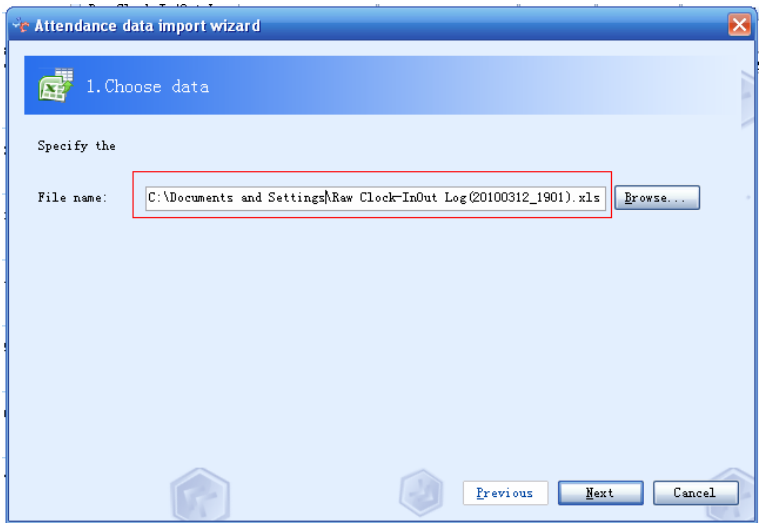
The import can add batch attendance information through the self-defined column Excel file or the following path: first establish attendance item on the Raw Clock-In/Out Log, then export this information, and add other's information according to the export format. The save path of the Excel file must be the compatible version of 97-2003, whose postfix is.xls

Sample for Manual Clock-in/out:

A	B	C	D	E	F	G	H	I
Dept	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att Type	Remark
A	RLA01	Lily	1	0	Unknown	12-03 09:00	Clock-in	
A	RLA01	Lily	1	0	Unknown	12-03 12:00	Clock-out	
A	RLA01	Lily	1	0	Unknown	12-03 13:00	Clock-in	
A	RLA01	Lily	1	0	Unknown	12-03 18:00	Clock-out	
B	RLB02	Kate	2	0	Unknown	12-03 09:00	Clock-in	
B	RLB02	Kate	2	0	Unknown	12-03 12:00	Clock-out	
B	RLB02	Kate	2	0	Unknown	12-03 13:00	Clock-in	
B	RLB02	Kate	2	0	Unknown	12-03 18:00	Clock-out	

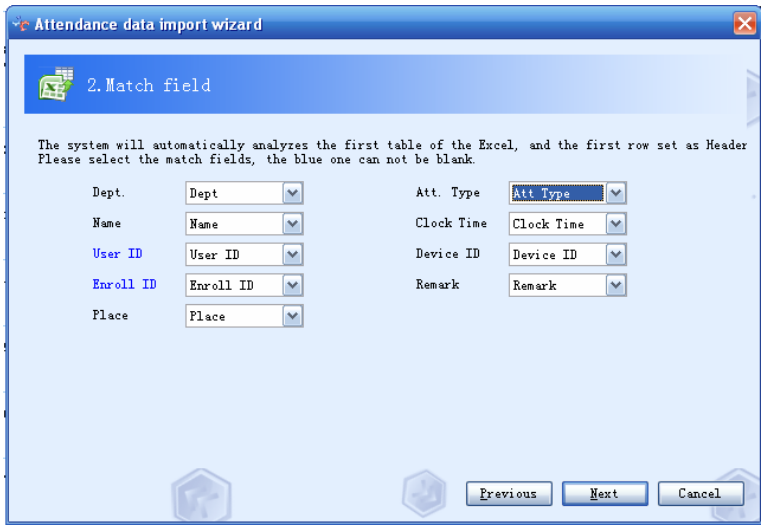
4.2-46

First: select the designed Microsoft Excel file.



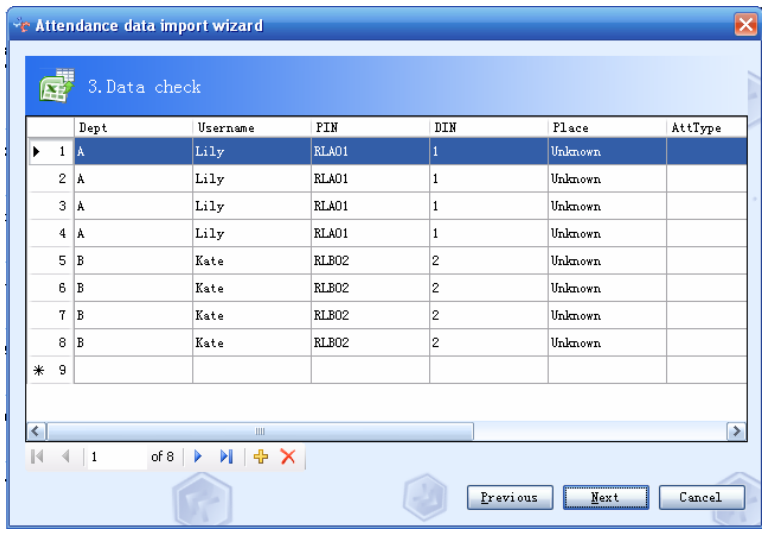
4.2-47

Second: Click **Next**, and select the matched column and field. (This step is generally automatic and you don't need to choose the field yourself, click **Next** directly.)



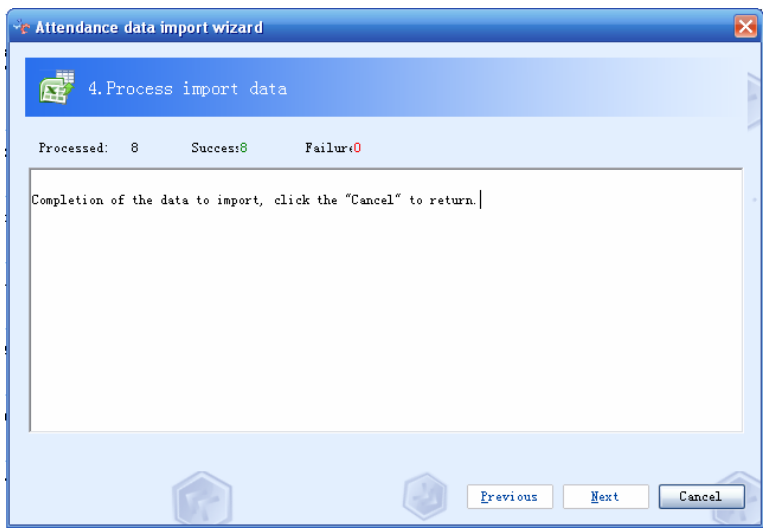
4.2-48

Third: Data Check, check the imported data. If there is something wrong with this data, click Previous to justify or Cancel to cancel the current import. (if there's red or green color cells in the importing data, please modify the red data. It would fail to import the file when there's red data.)


Attendance data import wizard
3. Data check
Dept Username PIN DIN Place AttType
1 A Lily RLA01 1 Unknown
2 A Lily RLA01 1 Unknown
3 A Lily RLA01 1 Unknown
4 A Lily RLA01 1 Unknown
5 B Kate RLB02 2 Unknown
6 B Kate RLB02 2 Unknown
7 B Kate RLB02 2 Unknown
8 B Kate RLB02 2 Unknown
9
1 of 8
Previous
Next
Cancel

4.2-49

Fourth: Click Next to import data if there is nothing wrong with the data.



4.2-50

Fifth: Click **Cancel** and reverse back Raw **Clock-In/Out Log** interface after the finish of data import.

4.2.4.9 Import Leave Log

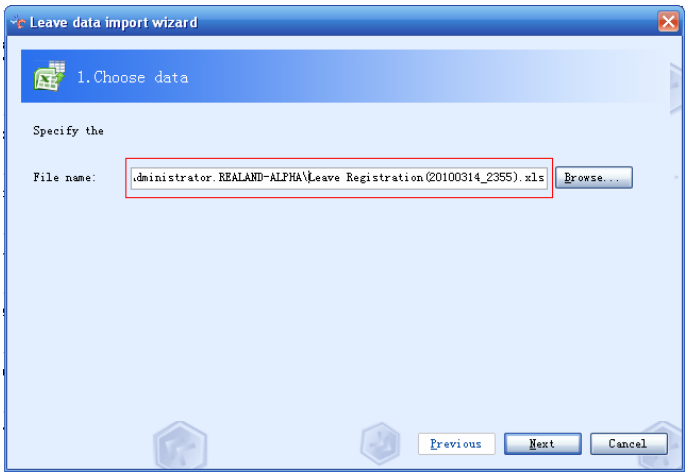
The import can add batch attendance information through the self-defined column Excel file or the following path: first establish a leave item on the **Leave Registration**,

then export this information, and add other's information according to the export format. The save path of the Excel file must be the compatible version of 97-2003, whose postfix is.xls

A	B	C	D	E	F	G	H
Dept	User ID	Name	Enroll ID	Begin Date	End Date	Att Type	Remark
Corporate H	1	lily	1	14-03 09:0(	14-03 17:0(	Normal Overtime	
Corporate H	1	lily	1	14-03 13:0(	14-03 18:0(	Normal Overtime	
Corporate H	1	lily	1	14-03 19:0(	14-03 23:0(	Normal Overtime	

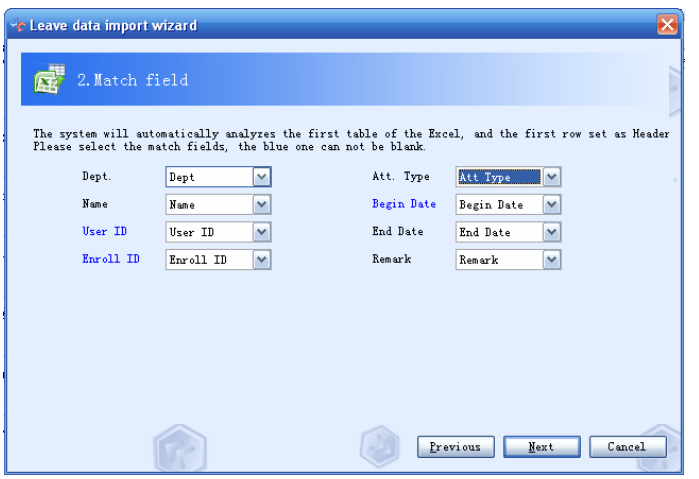
4.2-51

First: select the designed Microsoft Excel



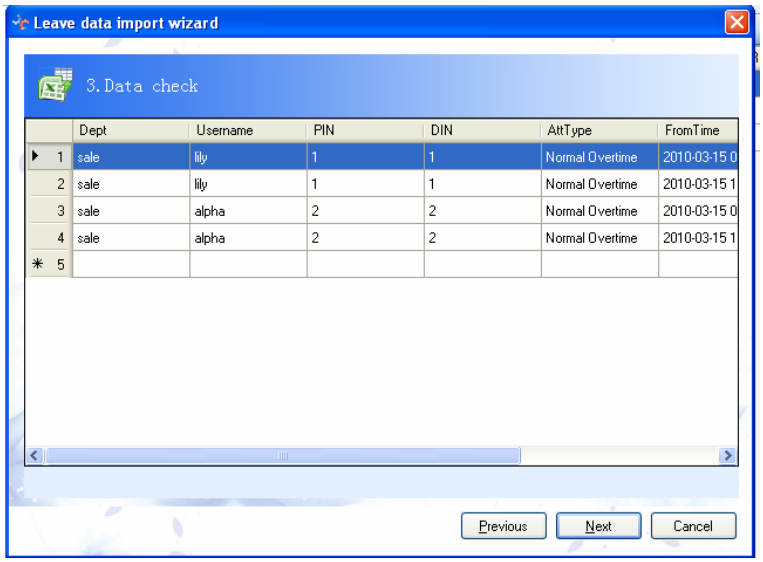
4.2-52

Second: Click **Next**, and select the matched column and words.



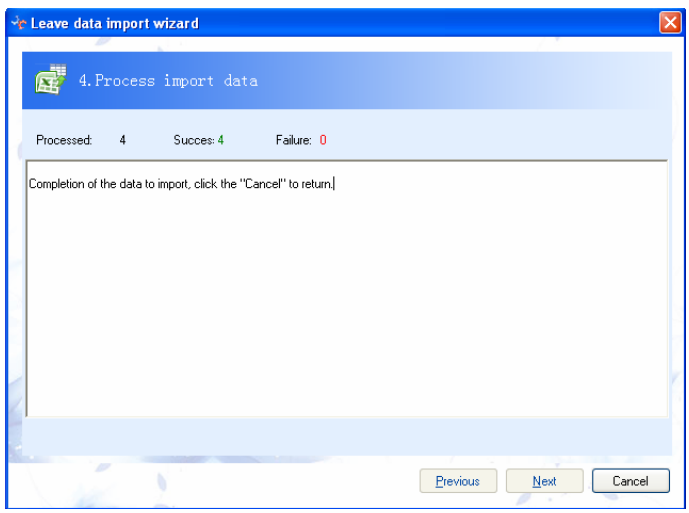
4.2-53

Third: Watch Field, check the imported data. If there is something wrong with this data, click **Previous** to justify or **Cancel** to cancel the current import.



4.2-54

Fourth: Click **Next** to import data if there is nothing wrong with the data.



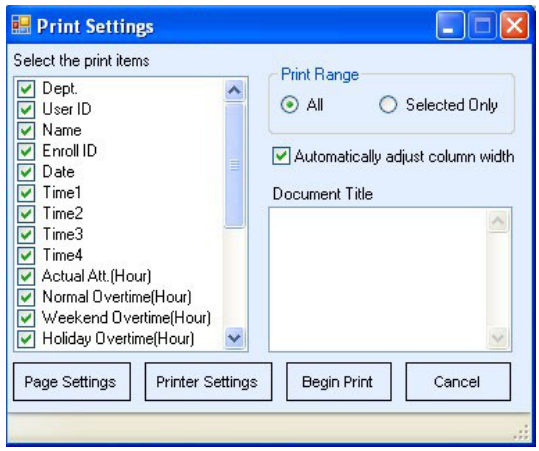
4.2-55

Fifth: Click **Cancel** and reverse back Leave Registration interface after finishing the data import.

4.2.4.10 Export and Print of Report

1) Click **Print** to enter related settings. Select the print item or import the titles into the input box of the box, for example name of the company. Click **Page Settings** and **Printer Settings** for the settings of page and printer. Click **Begin Print** to popup printing preview window that can be closed for re-settings, or click **Printer** directly for printing.

Attentions: The printer only print the contains of the current displaying page.



4.2-56

2) Click **Export** to popup the dialog box of save and select the save path, then click **Save.** Then there will be a Prompt Box suggesting to open it or not if it is a successsful save. If you want to check the exported report, please click **OK** otherwise **Cancel**.

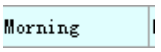
4.2-57

4.2.5 Shift Scheduling

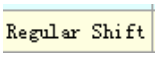
Shift Scheduling provides the function of setting particular working time for particular employees, and the function of querying and printing.

Pressing menu **Att Manage** - > **Scheduling** or entering into **Report** and choose **Scheduling**. Following is the description of the chart in different color,

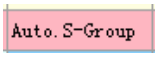
: it means that the time isn't in the choosing time.



: Light blue: it means Duty Time Information.

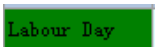


: Light yellow: it means Shift Information.

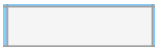


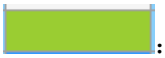
: Light pink: it means S-Group Information.

: Light sky blue: it means the default scheduling.



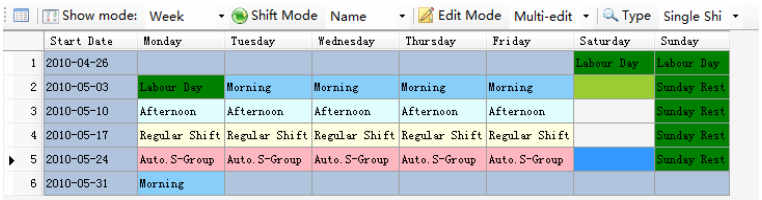
: Green: it means the weekend day or the holiday.


: White: It doesn't contain default or manual scheduling, so it won't affect the scheduling information when you save the scheduling.


: Yellow green: it means that the user deleted the manual scheduling information. (Click "Save" to affect it.)

4.2.5.1 Query for the scheduling information

Select the personnel item that needs to be queried. (Please refer to personnel option for details).Input the beginning and ending date, then click **Query** for the scheduling record of the first personnel of these selected ones. It displays various modes of arrangement on the optional column, such as: week show mode, month show mode, Name shift mode, ID shift mode, display all the attendance information, display scheduling shift information, as following.



	Start Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2010-04-26						Labour Day	Labour Day
2	2010-05-03	Labour Day	Morning	Morning	Morning	Morning		Sunday Rest
3	2010-05-10	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon		Sunday Rest
4	2010-05-17	Regular Shift	Regular Shift	Regular Shift	Regular Shift	Regular Shift		Sunday Rest
5	2010-05-24	Auto.S-Group	Auto.S-Group	Auto.S-Group	Auto.S-Group	Auto.S-Group		Sunday Rest
6	2010-05-31	Morning						

4.2-58

The chart above is the week show mode, displaying the name of shift; the querying result is single shift information. It's available to click the button before the listing or select different options on the pull-down menu to present different show modes.

4.2.5.2 Query for all the scheduling information

Select the personnel item that needs to be queried under the Month show mode. (Please refer to personnel option for details). Input the beginning and ending date, then click Query for the personnel scheduling record, as following.

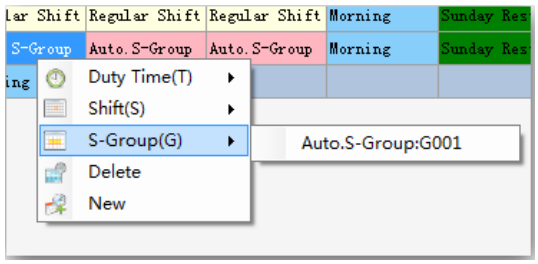
	Name	Start Date	1	2	3	4	5	6	7	8	9
1	li li	2010-05-01	Labour Day	Labour Day	Labour Day	Morning	Morning	Morning	Morning	Morning	S
2	li li	2010-06-01	Morning	Morning							
3	sunny	2010-05-01	Labour Day	Labour Day	Labour Day	Morning	Morning	Morning	Morning	Weekend Rest	W
4	sunny	2010-06-01	Regular Shift	Regular Shift							
5	Tom	2010-05-01	Labour Day	Labour Day	Labour Day	Morning	Morning	Morning	Morning	Auto.S-Group	Au
6	Tom	2010-06-01	Auto.S-Group	Auto.S-Group							

4.2-59

Each row stands for a month, displaying the selected personnel's scheduling information in the time respectively. It's unavailable to neither edit nor preserve when checking all the scheduling information.

4.2.5.3 Edit the scheduling information

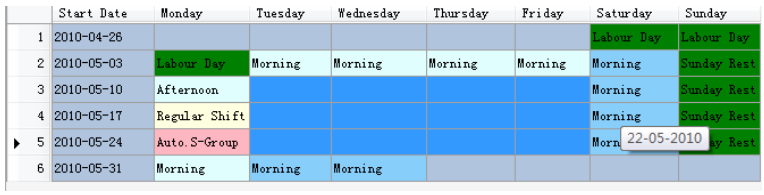
- Edit the selected record. The background-color of the selected scheduling information turns to deep blue. (Right-click or) Double-click the very record to edit it. There're two edit types, one is modifying one cell at one time, and the other one is dragging to edit various cells. It's available to select the pull-down menu via the edit icon at the top of the window, or click the edit mode icon to switch.



4.2-60

The popup menu is as the picture above. Each time the operation of selecting the menu only works for the selected cells when double-clicking the edit mode. The selected shift information at one time can be dragged to set up various cells or click to set up various sheets when dragging edit mode. Click the blank area out of the sheet to release the selected shift information.

- Delete the scheduling of selected date. Select the cell and double-click or right-click to select delete on the popup menu. Select the corresponding edit mode to single-delete or multi-delete.



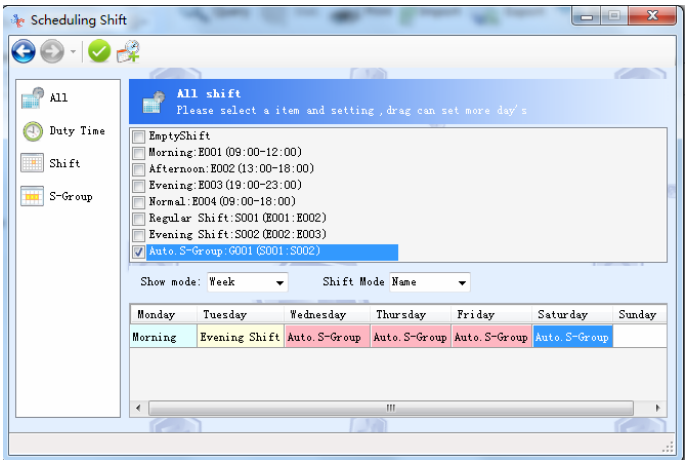
4.2-61

It's available to click the save button below the status bar to save the current scheduling result when completing the edit..

Attention: save operation is to save the scheduling setting-up in a selected time of the selected personnel on the left.

4.2.5.4 Template Scheduling

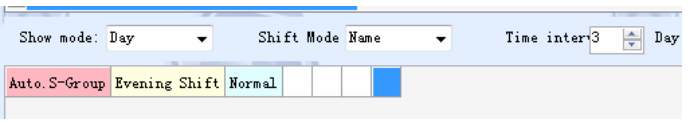
Click the button below the View, or right-click to select the Template, then enter template setting interface, as the follow picture:



4.2-62

Select the corresponding scheduling setting template, which supports dragging to set various sheets.

- ✧ Week template: set up the scheduling in pattern of the week in a selected time.
- ✧ Month template: set up the scheduling in pattern of the month in a selected time.
- ✧ Day template: set up the scheduling by taking time interval as template in a selected time. Such as the following picture.



4.2-63

It means that it counts from the first day in a selected time, noon class for the first day, and evening class for the second day, day off for the third day; repeat the noon class of the first day for the fourth day, etc.

If the existing shift information cannot meet your request, it's available to click the icon on the menu bar to set up new shift information. (Please refer to Attendance Rule setting for details)

Click the icon after completing the template. It makes the template set up to the corresponding time and cell, and set up the scheduling of the personnel selected from the personnel option on the left of the scheduling report according to the template.

4.2.5.5 Import scheduling information

The import can first query the scheduling information from the personnel scheduling report on the attendance management then export the information. And add others' information according to the export format. The save format of the Excel file must be the compatible version of 97-2003, whose postfix is .xls.

A	B	C	D	E	F
Name	Start Date	1	2	3	4
li li	2010-05	Afternoon	Morning	Sunday Rest	Regular Shift
2	2010-05	Afternoon	Morning	Sunday Rest	Regular Shift
PF	2010-05	Afternoon	Morning	Sunday Rest	Regular Shift

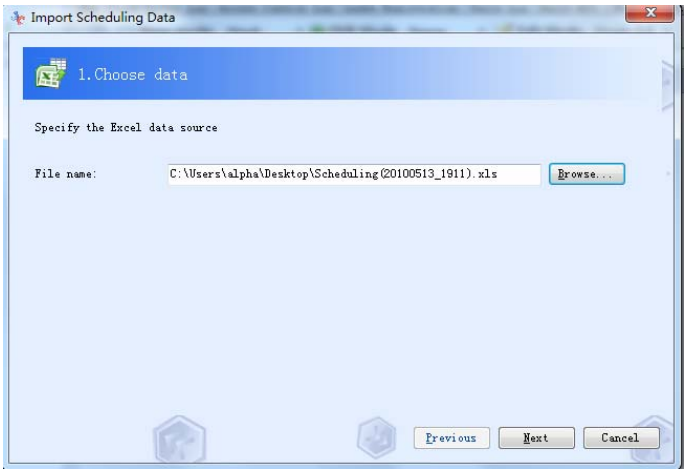
4.2-64

The imported data and shift information can be automatically identified the name or ID num.

If the name or ID num is personal one, the imported scheduling information is the corresponding personal one.

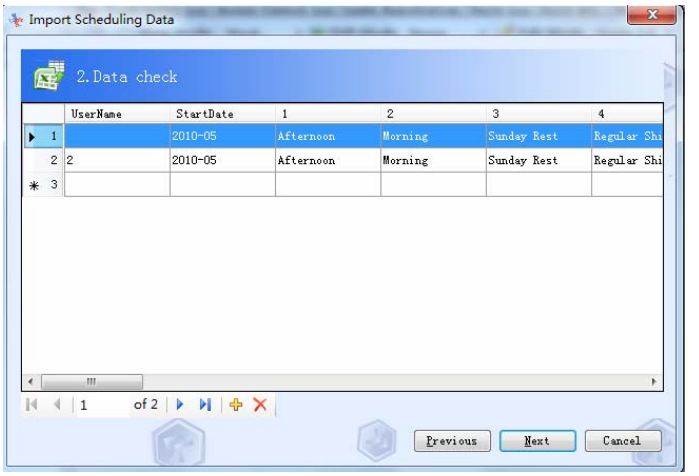
If the name of ID num is departmental, then the imported scheduling information is the departmental personnel ones.

First: select the designed Microsoft Excel



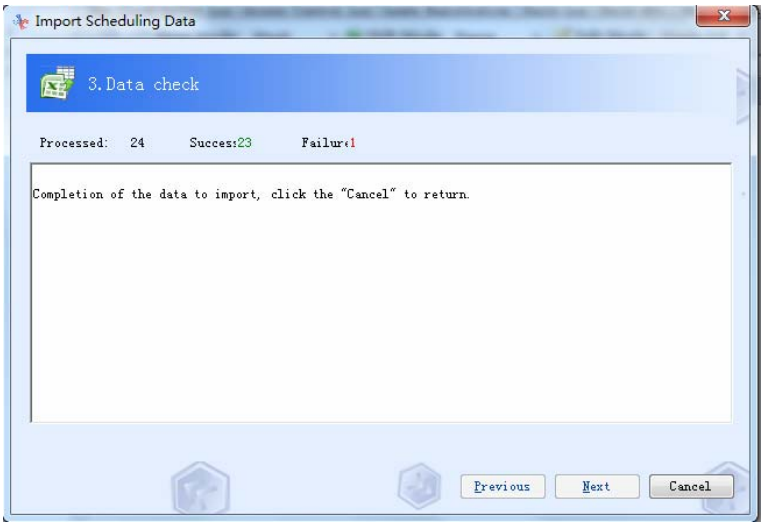
4.2-65

Second: [Data Check], check the imported data. If there's something wrong with this data, it's available to modify it directly, or add new record in this very step or it won't be edited succeed. Click **Previous** to justify or **Cannel** to cancel the current import.



4.2-66

Fourth: click **Next** to import data if there's nothing wrong with the data.



4.2-67

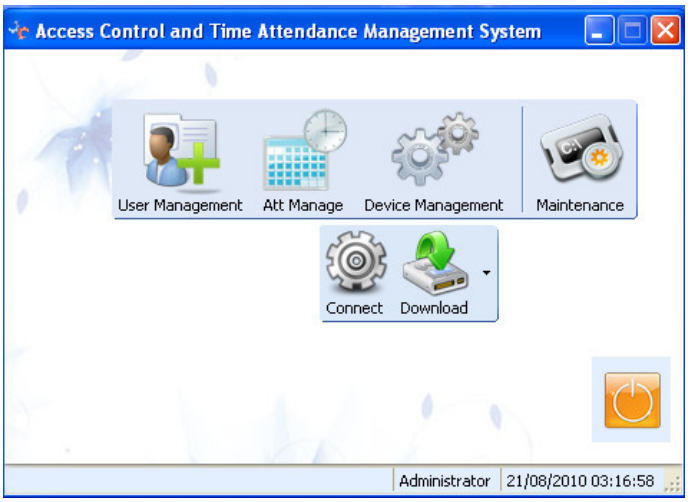
Fifth: click Cancel and reverse back to the user management interface after the finish of data import.

Attention:

Exported data after modification needs to be copied to a new file and saved as the version of Excel 97-2003, and then the file can be imported successfully.

4.3 Device Management

The device management possesses performance of data connection and download and others.



4.3-1

4.3.1 Device Connection

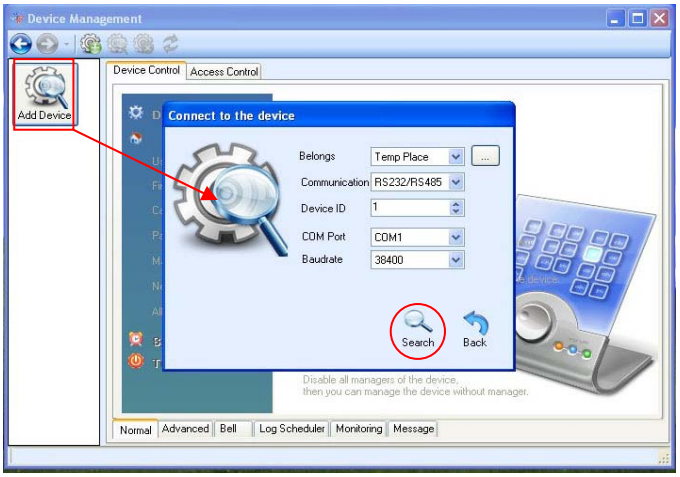
4.3.1.1 Device Added

Connect the device to the computer (select the suitable communications: RS232/RS485, TCP/IP or USB) If there are several networking-apply devices, these devices must be set to different numbers to avoid repeating, for example: 001,002

1) RS232/RS485 Communication

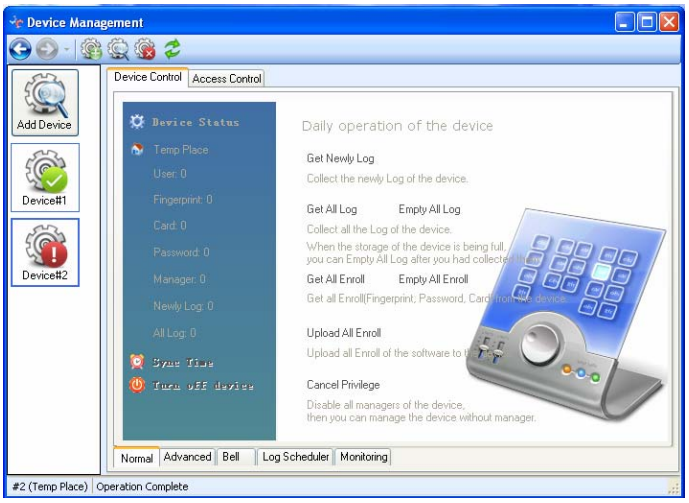
Click Device Management on the menu →Connect→ click or Add Device on the left column to popup Connect to the Device window.

Select RS232/RS485 communication, the settings of Device ID and date remain the same with the ones on the terminal, select the COM Port. Then click Search, as the following.



4.3-2

It will display Successful Connect Prompt Box, corresponding to the data searched. Click OK and there will be the icon of Add Device on the left of the window, as the following.



4.3-3

Click Add Device for more devices.

2) TCP/IP Communication

Click Device Management on the menu →Connect → click or Add Device on the left column to popup Connect to Device window.

Select TCP/IP communication, the Device ID, IP Address and Password must remain

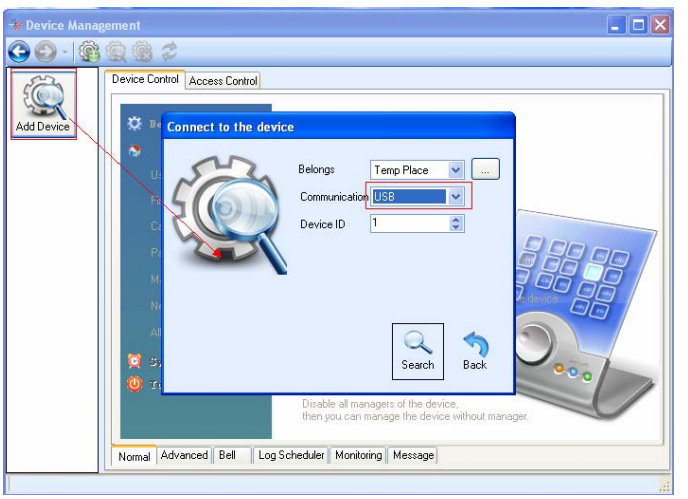
the same with the ones on the terminal. No communication password defaults as 0.

4.3-4

3) USB Communication

Click Device Management on the menu →Connect→ click or Add Device on the left column to popup Connect to the Device window.

Select USB communication, the Device ID must remain the same with the ones on the terminal. Device ID defaults as 1.



4.3-5

4.3.1.2 Edit Device Property

Select the device connected, such as Device #1, and click Edit on the menu or right-click Device #1→ connect to option, and there will be a corresponding window of device property. Then you can set the device's communication, device ID, IP address and others.

4.3.1.3 Delete Device

Click Delete on the menu or right click the connected device → delete. That will delete current selected devices. You need to re-add device if you want to re-connect this device.

4.3.1.4 Refresh Device

Click Refresh on the menu or right click the selected device →refresh. That will refresh the current device.

4.3.1.5 Device Property - Normal

Device Property →Normal, Advanced or right click the connected device→ Operate，in this way, you can read or delete the data on the terminal.

4.3-6

1) Get Newly Log

Get the new and un-collected attendance records on the device.

2) Get All Log

Get all data on the terminal, including the downloaded and uncollected one.

3) Empty All Log

Empty the attendance data after collection if there is too much data on the device.

4) Get All Enroll

Get all enroll on the device, including fingerprints, password, inductive card and others.

5) Empty All Enroll

Empty all enroll on the device for re-enrolling all information.

6) Upload All Enroll

Upload all enroll data on the software onto the device, such as name, fingerprint data.

7) Cancel Privilege

Delete the administrator's privilege of device through RIMS software.

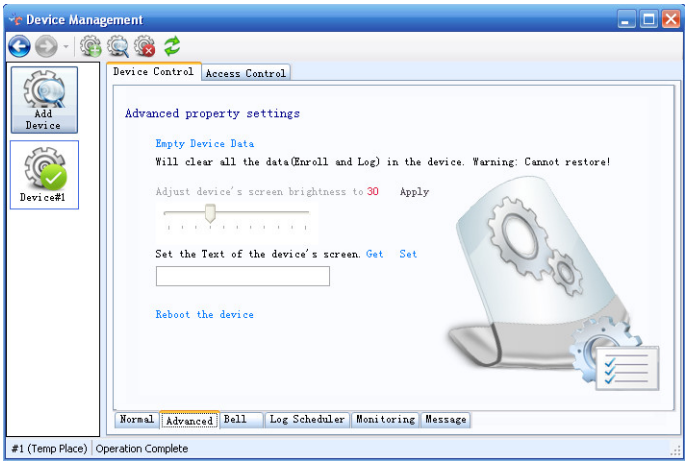
8) Synchronous Time Device

Synchronize device time with the one on the computer.

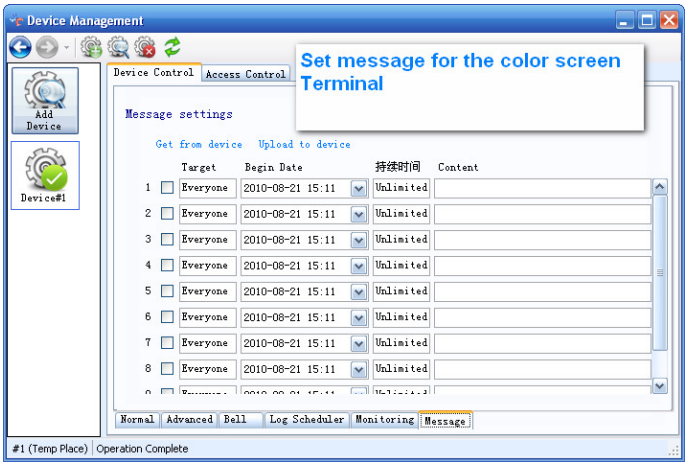
9) Close device

Close device through software.

4.3.1.6 Device Property- Advanced



4.3-7



4.3-8

1) Empty Device Data

Empty all enroll and clock-IN/OUT records and attendance report simultaneously. (Attentions: this operation cannot resume)

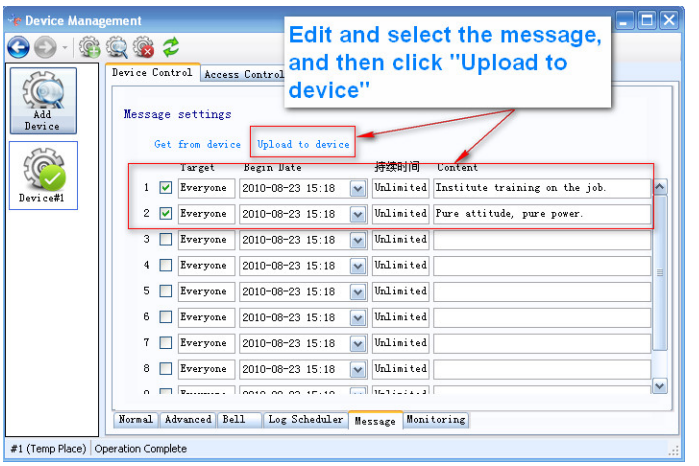
2) Adjust Device's Screen Brightness

Draw the scrollbar and set up the brightness value of the screen, click Apply to apply the brightness value to the device.

3) Set the Text or Message of the Device's Screen

Click Get to get the current text of the device's screen and import the words onto the device by clicking Set.

If I set the message1: Institute training on the job. And message2: Pure attitude, pure power. And upload them to the device, and then they will be rolling on the screen of the color screen terminal dynamically. It can be set to someone, such as Amaris Song, or everyone. As the following:



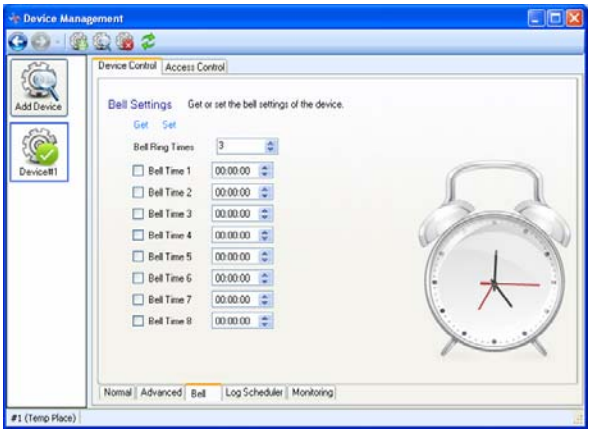
4.3-9

4.3-10

4) Reboot the Device

Click Reboot the Device to restart current connected device.

4.3.1.7 Device Property- Bell



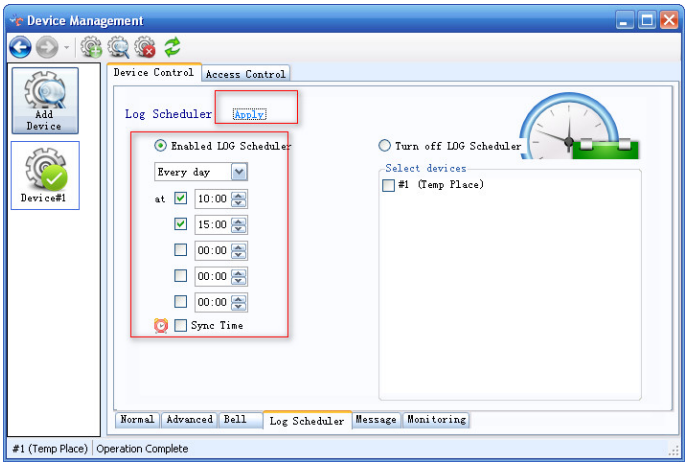
4.3-11

Click Get to obtain the Bell Ring Times and Time established on the device. Click Set to upload the newly edited bell onto the device after the settings of Bell Ring Time and times. The color screen terminal can set at most 10 groups of bell.

4.3.1.8 Device Log- Scheduler

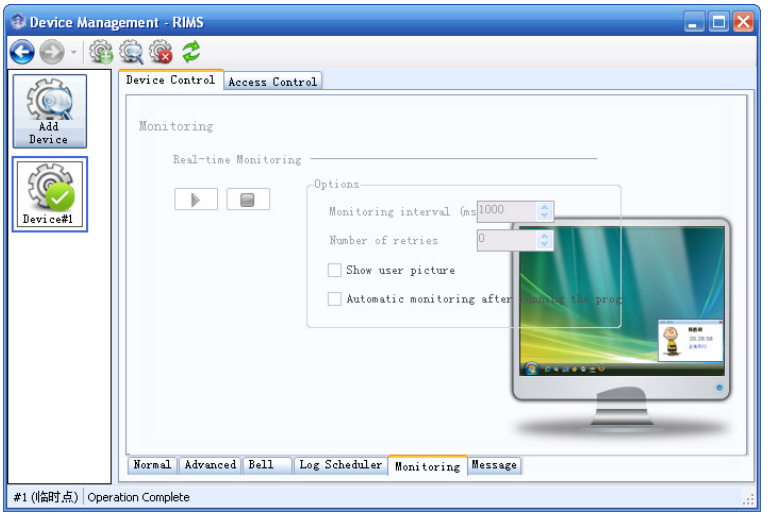
Select Enabled LOG Scheduler then set the timing, and then click Apply to get it work, or Sync Time when get log.

Let's take an example:



4.3-12

4.3.1.9 Device Property- Monitoring



4.3-13

Click Real-time Monitoring. If select the Show User Picture in the options item, then in the process of monitoring, the screen will show the user's picture in real-time. If select the Automatic Monitoring after Running the Program, he system will upload attendance data in real-time in the process of monitoring.

4.3.1.10 Access Control Operation

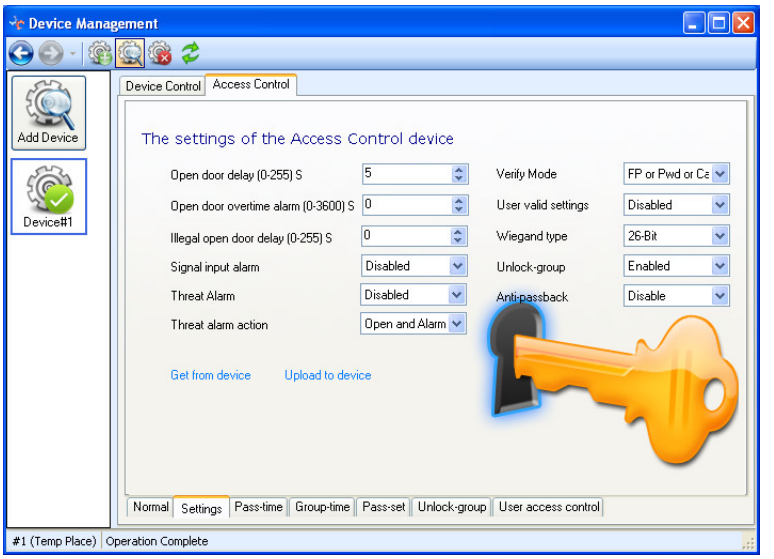
If the device supports the access control property, the contents of the access control operation options can be edited. Otherwise, it cannot.

1) Access Control

4.3-14

1. Click **Open** and conduct remote control to open the door through the software.
2. Click **Keep-open** and set to keep the door open normally.
3. Click **Keep-Close** and set to keep the door closed normally. It is in-effective to open by card stamping but effective when restoring to ***Automatic Mode***.
4. When the door is in a fixed state, click **Automatic Control** to restore the open status. Set the state of the door to **Automatic Control Mode**.
5. Click **Cancel Alarm** to cancel the current alarm and restore the open status of automatic control mode.
6. Click **Show Status** to see the controlling mode of the current door.

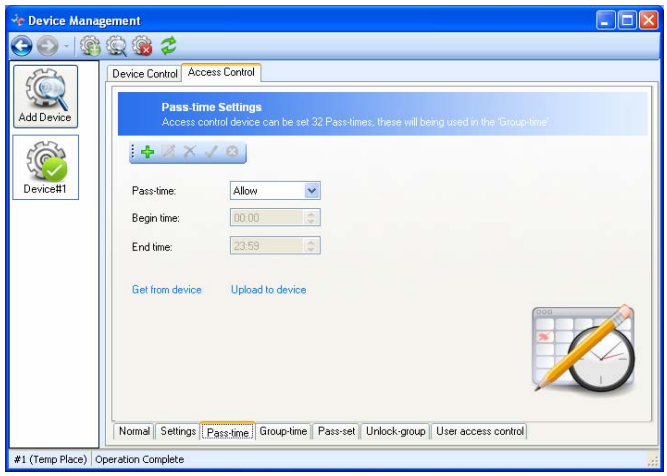
2) The Settings of the Access Control Device



4.3-15

1. Click **Get** to obtain current property settings of the access control.
2. Set the door keep open for 0-255 second(s). If it excesses this time, the door automatically restore close status.
3. Set the door keeping alarming for 0-3600 second(s). If it excesses the this time, there will be alarm. If we set the alarm time as 0, there won't be alarm even if it excesses Open Door Time.
4. Set the door keep alarming for 0-255 second(s) when the door is regaled to Open. If the door is forced to open, there will be alarm. If the alarm time is set as 0 and the door is forced to open, there won't be alarm.
5. The Signal input alarm, Threat Alarm, Threat Alarm Action can also be set according to actual situations.

3) Pass-time Setting



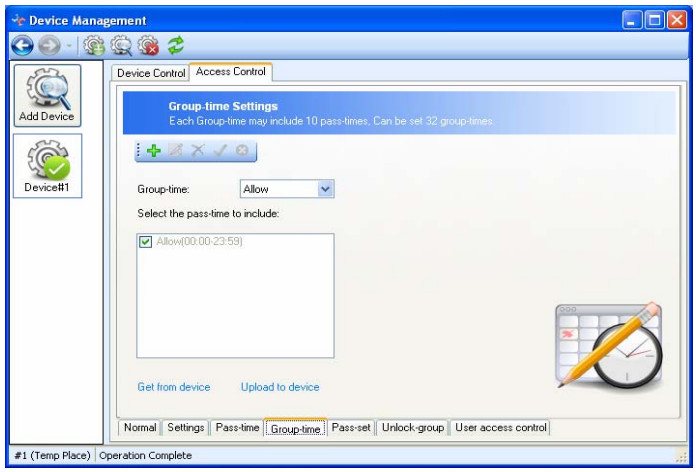
4.3-16

1. Every access control device can be set 32 pass-times that can be added and deleted according to actual requirements.

2. Click **Get from the Device** to obtain information of pass-time to the current device

3. Click **Upload to Device** to upload the current time settings to access control device.

4) Goup Time Settings



4.3-17

1. Every access control device can be set 32 group time, each of which contains 10 pass-times. The time group can be added, edited and deleted according to

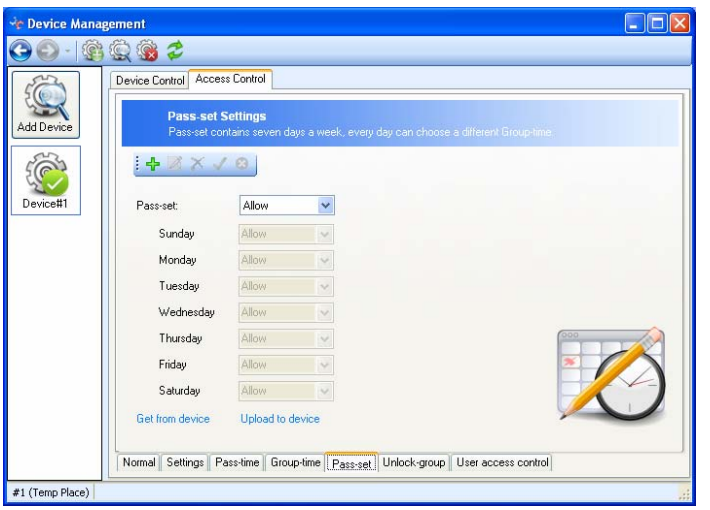
actual situations.

2. Click **Get from device** to obtain information of time group to the current device.

3. Click **Upload to device** to upload current new-added time group to the access control device.

5) Pass-set settings

1. The pass-set setting contains seven days a week. Each can select time groups to collocate and combine according to users' requirements.



4.3-18

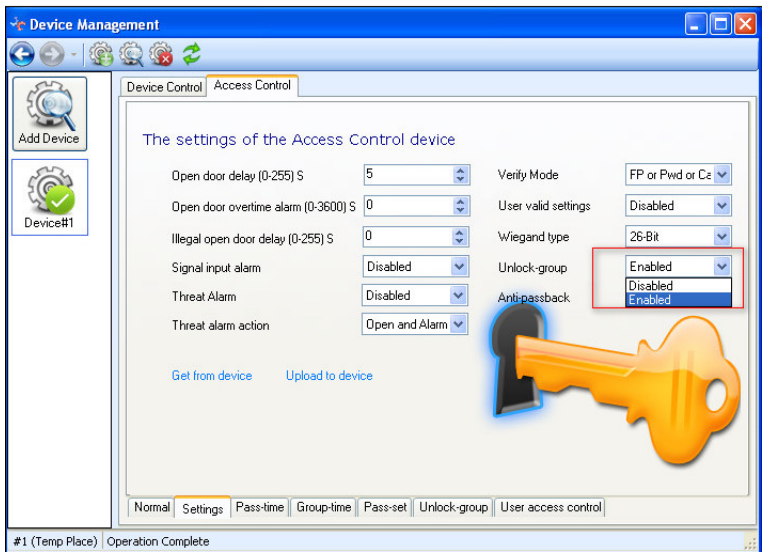
2. Click **Get from Device** to obtain pass-set information of current device.

3. Click **Upload to Device** to upload the new-added pass-set to the access control device.

6) Unlock-group

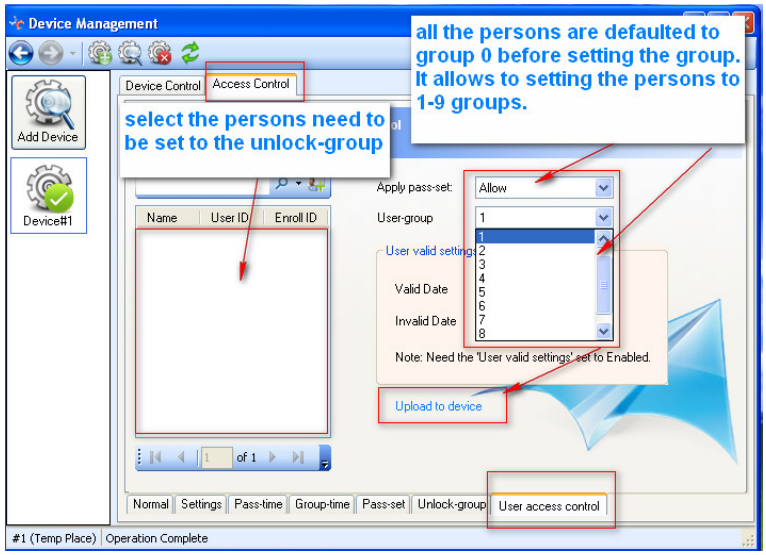
It can be set that the door can be opened only when both of the different persons get through the authentication. The setting is as the following:

First, click Access Control – Settings – Enabled the unlock-group. (As the pic_4.3-18)



4.3-19

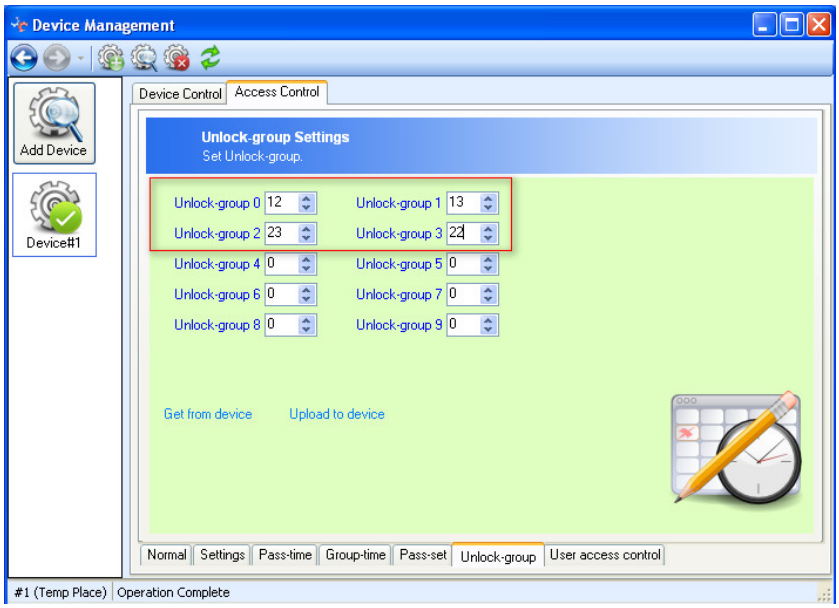
Then click Access Control - User Access Control, then set the user access control.



4.3-20

Attentions: the Apply pass set is defaulted as “Allow”. Set the persons to 1-9 group according to the requirements. It is defaulted to group 0 without setting, and the persons in group 0 cannot be set to the unlock-group. Let’s say, we can set Peter to group 1, Miko to group 2 and Edmond to group 3.

Third, click Access Control – Unlock-group, and define the unlock-groups.



4.3-21

Here are the instructions of the four unlock-groups above:

Unlock-group 0: it means that only when both of the two persons: one of the people from group1 and one of the people from group2 authenticate from the Access Control Terminal, can the door be opened.

Unlock-group 1: it means that only when both of the two persons: one of the people from group1 and one of the people from group3 authenticate from the Access Control Terminal, can the door be opened.

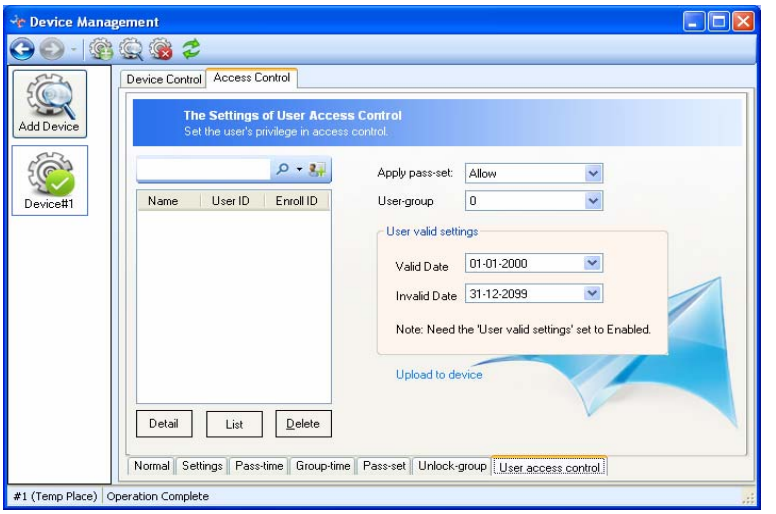
Unlock-group 2: it means that only when both of the two persons: one of the people from group2 and one of the people from group3 authenticate from the Access Control Terminal, can the door be opened.

Unlock-group 3: it means that only when two persons from group2 authenticate from the Access Control Terminal can the door be opened.

If there's a unlock-group4: 123, then it means only when both of these three persons: one of the people from group1, one from group2 and one from group3 authenticate from the Access Control Terminal, can the door be opened.

7) User Access Control

This can be set various pass-sets and valid date for different users

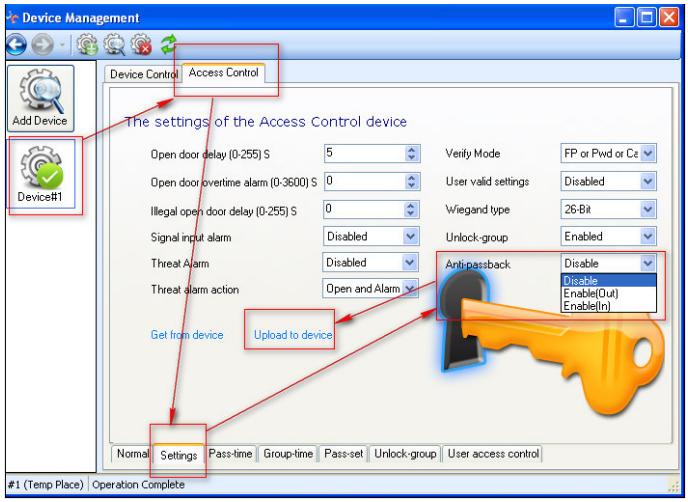


4.3-22

Click Upload to device to set valid time for different users. All the valid time of the registered users are available without setting. But with the user's access-control settings, it is only available to the users whose information has been set during the regulated time.

8) Anti-Passback

Anti-passback is a function for Access Control Terminal that prevents the tailgating. In some conditions, the security system demands the personnel authenticate legally from the outside door to come inside, and authenticate legally from the inside door to go outside. The authentication record must be one inside record and one outside record. When anti-passback is used, people must first authenticate from the designated "In" reader, then from a designated "Out" reader, and tried to read out of an area, an anti-passback violation would occur.



4.3-23

Instructions:

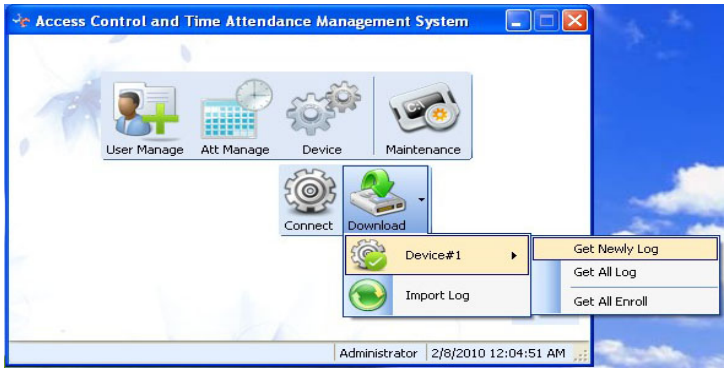
1) **Disabled**: the anti-passback is ineffective.

2) **Enable (OUT)**: it makes the ZD2F20 Access Control Reader as the "In" Reader, and the record in the ZD2F20 is the "IN" one. The authentication record in the Sensor is the "OUT" one.

3) **Enable (IN)**: it makes the ZD2F20 Access Control Reader as the "OUT" Reader, and the record in the ZD2F20 is the "OUT" one. The authentication record in the Sensor is the "IN" one.

4.3.2 Device and Data Download

Click **Download→Device#1** to popup next menu, as followings:



4.3-24

Please refer to the : Get Newly Log, Get All Log, Get All Enroll for more details of the submenue.

1) Get Newly Log

Obtain the newly report on the fingerprint attendance machine.

2) Get all Log

Obtain all attendance data on the fingerprint attendance machine, including the downloaded and un-collected data.

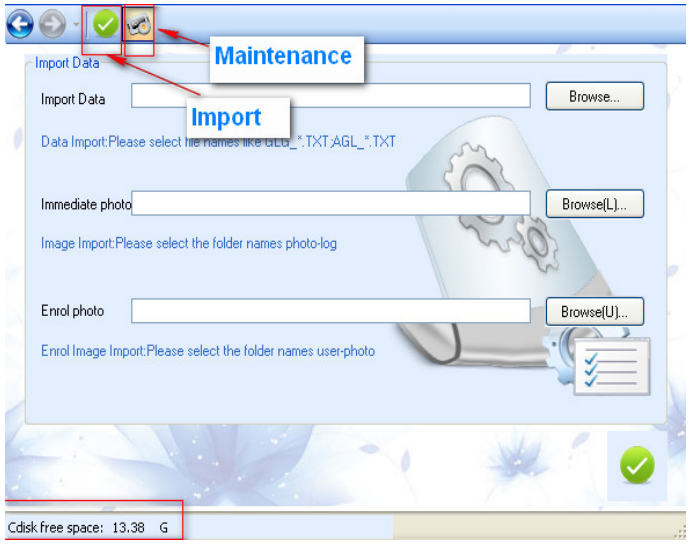
3) Get All Enroll

Get all fingerprints and password data on the fingerprint attendance machine and preserve them into the data base.

4.3.2.1 U-Disk / SD Card Data Import

Download the attendance data with the U-disk. First, download the data from the fingerprint attendance Terminal to the U-Disk, connect the U-Disk to the USB port of the computer, then steps following:

Click Download → U-Disk/SD Card to popup the dialogue box Download data from U-disk/SD card,



4.3-25

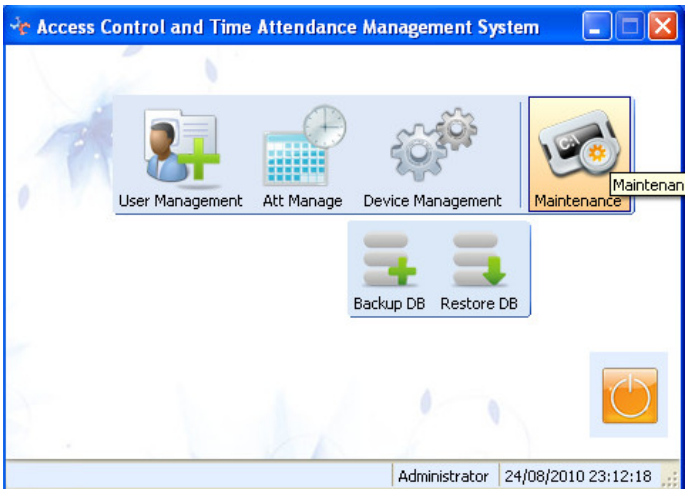
It allows importing data, immediate photo and Enroll photo from the u-disk / SD card.

The Immediate photo data importing is optional according to different models. Select the path (stay blank if unnecessary), and then click the icon .

4.4 System Maintenance

The data maintenance arms to maintain the data base of the system routinely, which includes backup DB, restore DB.

On the main menu, move mouse to the icon Maintenance, popup three sub-menus that are **Backup DB** and **Restore DB**.



4.4-1

4.4.1 Backup DB

Backup DB means the backup the database of the RIMS, including the personnel information and attendance records.

A. Backup database (Access version)

Click the submenu of Maintenance-Backup DB, select the save path of data, and click Save to popup the dialog box of Successful Save. Click OK, then there will be formation of backup file in the corresponding path. For example the file likes 'RIMS_20100824.rdb'.

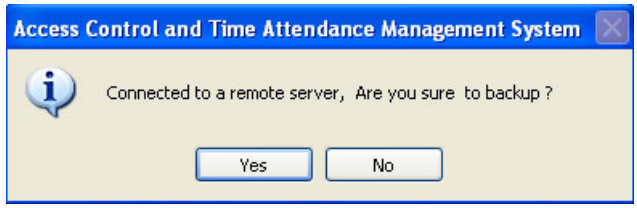
B. Backup database (SQL Server version)

It makes difference between the connection to the local server and the remote

server.

Backup to the Local Server: the same operating steps with the Access version backup.

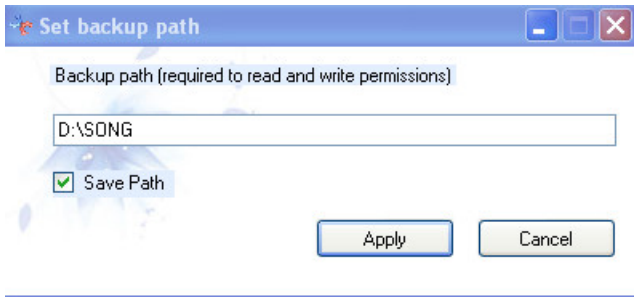
Backup to a Remote Server:



4.4-2

a. It prompts that whether backup to a remote server or not. It requires the read and write permissions to the shared folder on the Remote PC or it would be fail to backup the database. (It is suggested that using the SQL Manager to backup the database on the remote server while backup to the Remote Server.)

It pop ups the following window when it's the first time to backup the database. It requires inputting the backup path (required to read and write permissions) on the remote PC.



4.4-3

Click "Apply" to backup the database. When there's no read and write permissions to the input path, it fails to backup.

Attentions:

- When it's the first time to input the data and operate other settings, it is recommended to backup the database at once. It is recommended to backup the database before modifying the data to avoid data loss.
- Once the administrator makes some mistake or wrong operating steps, it

allows restoring to the relevant database.

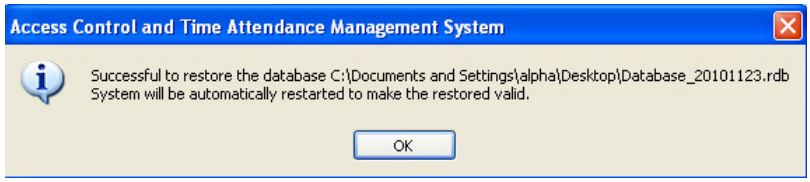
- The defaulted name to the file is “RIMS_+current date.rdb”. The administrator can decide his own backup path and file name.

4.4.2 Restore DB

The **Restore DB** subjects to restore the database, including all the personnel information and attendance reports.

A. Restore database (Access Version)

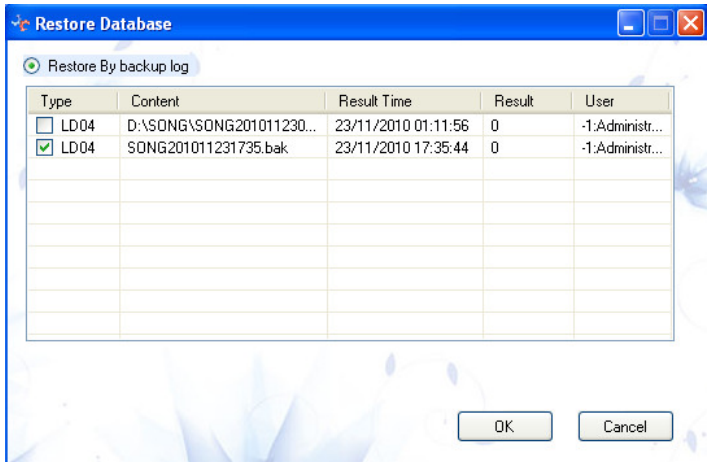
Click the Restore DB on the sub-menu of Maintenance, open the path of the database preservation, and select the restore DB that needs revert, and click Open to popup the dialog box of Successful Restore Database, then click OK. It needs restart the RIMS software to make the restored valid.


Access Control and Time Attendance Management System
Successful to restore the database C:\Documents and Settings\alpha\Desktop\Database_20101123.rdb
System will be automatically restarted to make the restored valid.
OK

4.4-4

B. Restore database (SQL Server Version)

It would popup the following window when clicking “**Restore DB**” if the current database of your RIMS software is the SQL Server version.

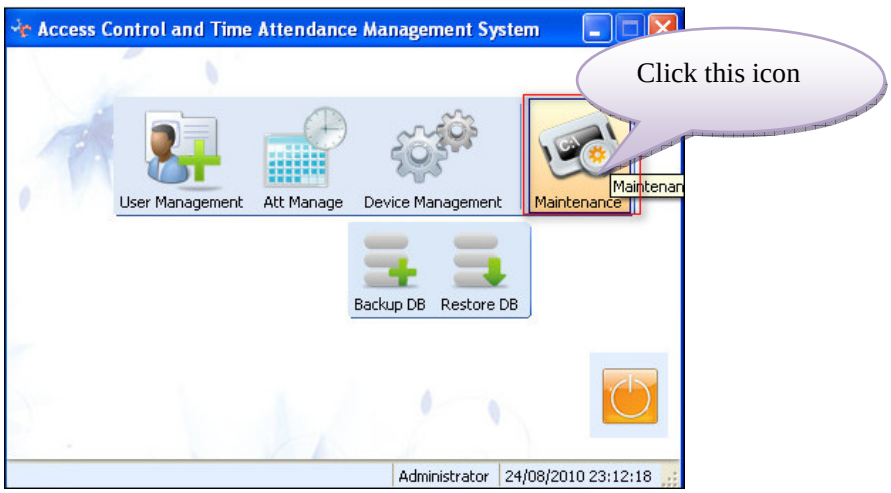


4.4-5

It allows restoring by backup log or other database file. (It only supports the backup log when backup to the Remoter Server.)

4.4.3 Detailed settings for Maintenance

Click **Maintenance** icon to enter the system maintenance window.



4.4-6

The main setting options: Normal, Company Info., Administrator, Data Maintenance, Image Management, Data Migration.

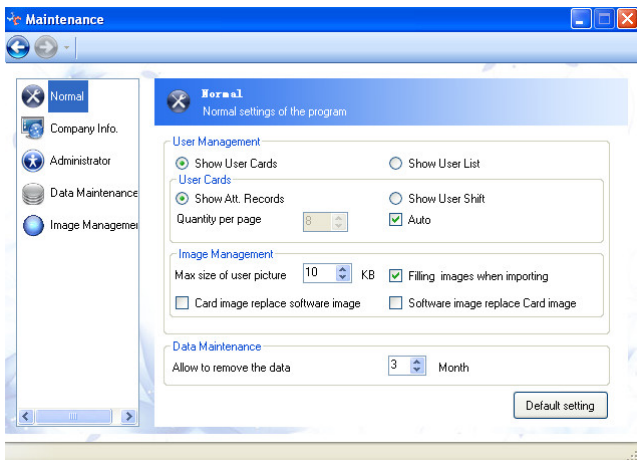
4.4.3.1 Normal:

User Management: Set the appearance form of user management and user information, including Show User Cards and Show User List. The User Cards is designed to show & hide the attendance records and the shift, as well as a page to show the quantity of the card.

Image Management: it fixs the size of the user picture. The size is recommended not bigger than 10kb for the fast displaying. It allows selecting filling or replacing the image when importing. *"Filling images when importing", let's take an example : 001 Amaris Song's information in the user information of the RIMS is without any picture, but there's a picture for the num 001 in the importing data, then the RIMS will fill the picture from the importing data to Amaris Song in the RIMS database automatically. Or there's a picture for Amaris Song 001 in the RIMS, but there's no picture for the num 001 in the SD Card, then it will copy one to the SD Card for the num 001*

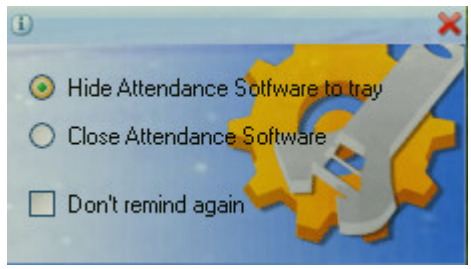
automatically.

Data Maintenance: It allows setting to delete the data before a few months, it's defaulted to 3 months. *Let's take an example, if I set the "Allow to remove the data – 3 month", and it is 2010-08-25 now, then it allows removing the data before 2010-05-25.*



4.4-7

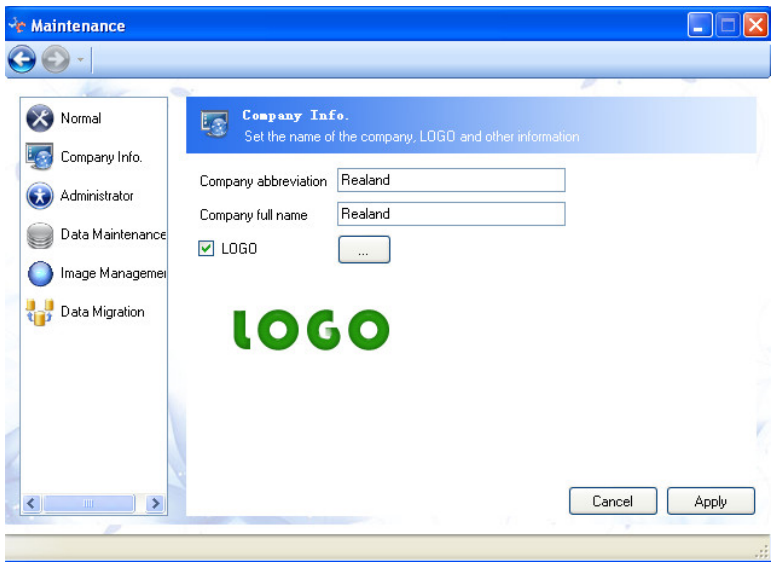
Default Setting: default the setting of the RIMS software. When click the "Default setting" button, the setting ot the RIMS will restore to the default status including the following prompt window.



4.4-8

4.4.3.2 Company's Information

You can change the LOGO and name of the company.

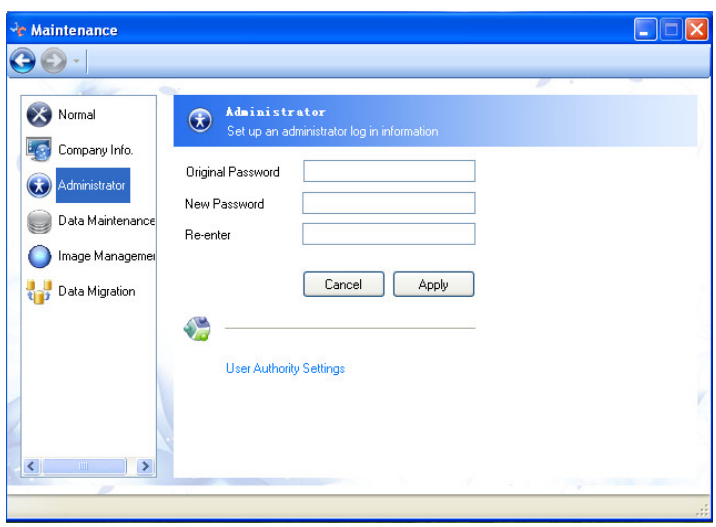


4.4-9

4.4.3.3 Administrator

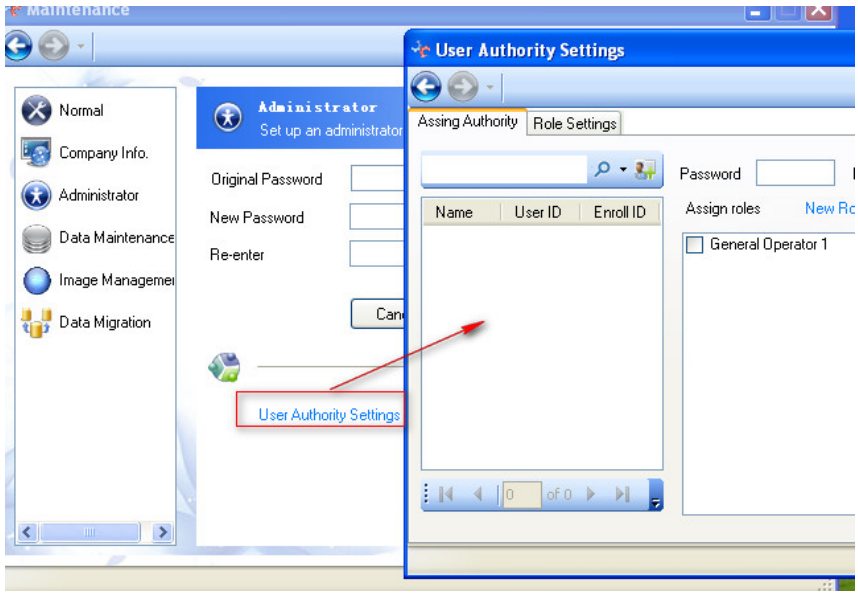
Set the administrator's password. If there is previous password, you can conduct the re-setting after input the original password and the new one then re-enter the new one.

If there is no previous one, you just need to input and confirm the new one then click Apply, which make administrator settings a success.



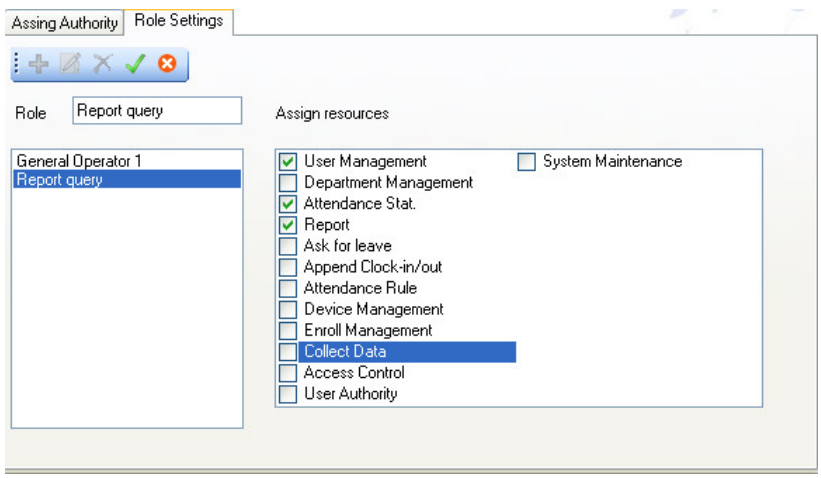
4.4-10

"**User Authority Settings**", set the privilege for using the RIMS.

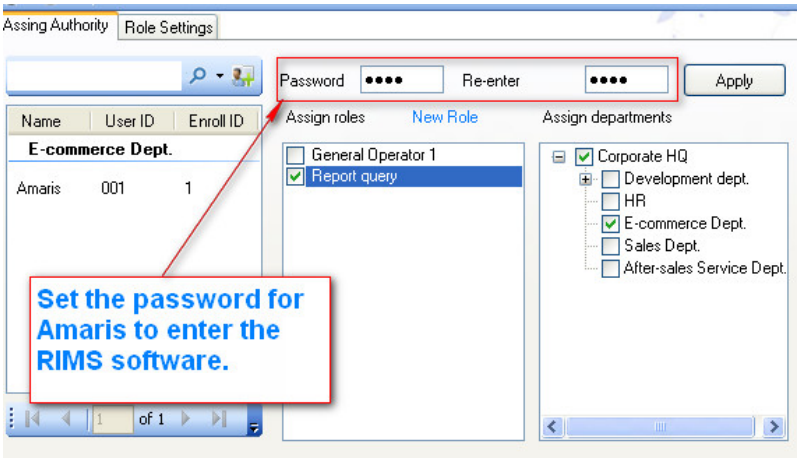


4.4-11

Different people, different privileges to operate the RIMS software. *For example: Amaris Song is from the E-commerce Dept, we are going to set her a privilege to query the attendance report of the E-commerce dept from the RIMS software.*



4.4-12

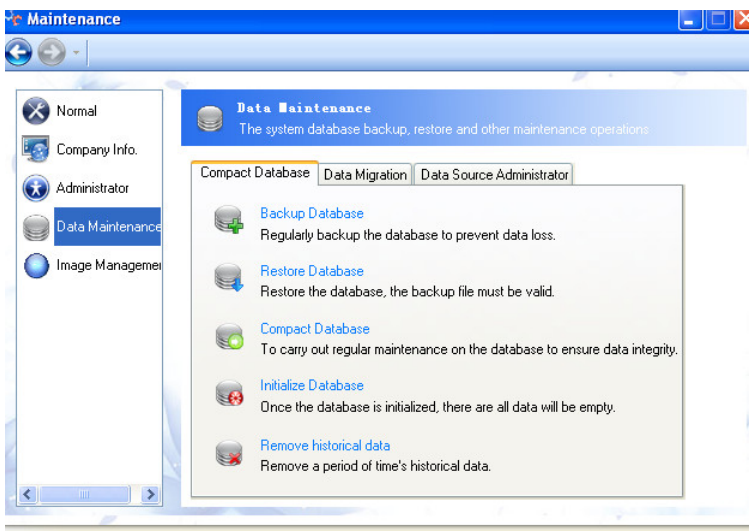


4.4-13

So, when we are in the name of Amaris to enter the RIMS software, we can only check the data of Amaris's, even entering the User Management window, we can find that there's Amaris's information only.

SQL Server version: it allows different people, those have privilege to enter the SQL, connect the SQL Server on their own Computer. And different people, different privilege to operate the RIMS.

4.4.3.4 Data Maintenance


Maintenance
Normal
Company Info.
Administrator
Data Maintenance
Image Managemer
Data Maintenance
The system database backup, restore and other maintenance operations
Compact Database
Data Migration
Data Source Administrator
Backup Database
Regularly backup the database to prevent data loss.
Restore Database
Restore the database, the backup file must be valid.
Compact Database
To carry out regular maintenance on the database to ensure data integrity.
Initialize Database
Once the database is initialized, there are all data will be empty.
Remove historical data
Remove a period of time's historical data.

4.4-14

A. Compact Database:

1. Backup the database; please refer to (4.4.1. Backup DB for details).

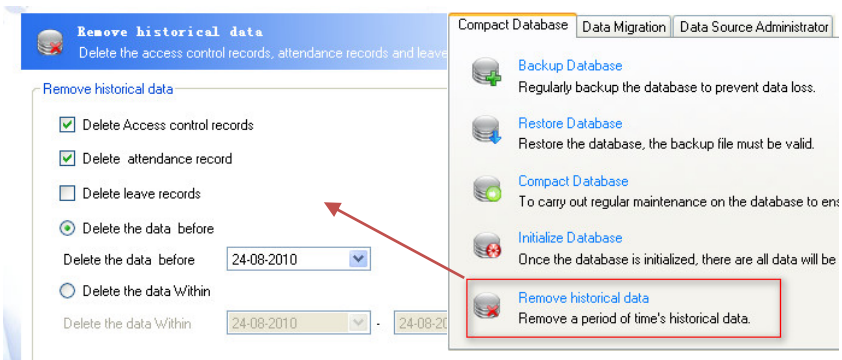
2. Restore DB, please refer to （4.4.2. Restore DB for details）.

3. Maintenance subjects to conduct regular maintenance for the data base for assuring the integrity of the data.

4. Initialize the data base. Be cautious to this operation because the initialization will empty all the current data.

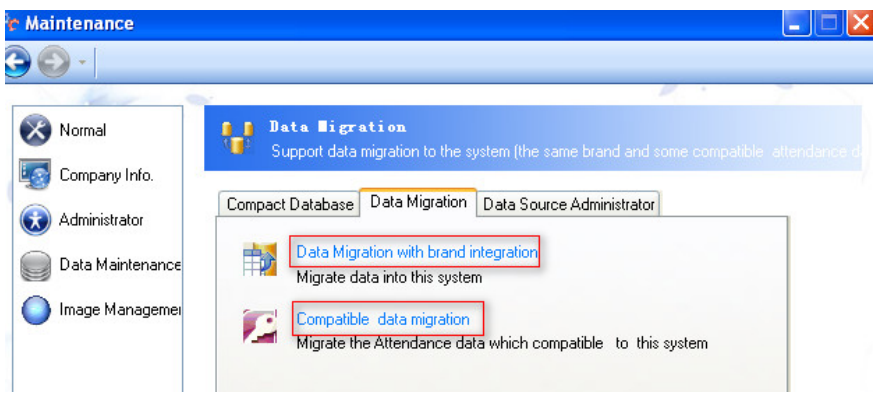
5. Remove historical data. Remove a period of time's historical data.

6. It defaults that it can only remove the data 3months ago. If you want to change this time, please return to “Normal” to set it.


Remove historical data
Delete the access control records, attendance records and leave
Remove historical data
Delete Access control records
Delete attendance record
Delete leave records
Delete the data before
Delete the data before
24-08-2010
Delete the data Within
Delete the data Within
24-08-2010
Compact Database
Data Migration
Data Source Administrator
Backup Database
Regularly backup the database to prevent data loss.
Restore Database
Restore the database, the backup file must be valid.
Compact Database
To carry out regular maintenance on the database to ens
Initialize Database
Once the database is initialized, there are all data will be
Remove historical data
Remove a period of time's historical data.

4.4-15

B. Data Migration:



4.4-16

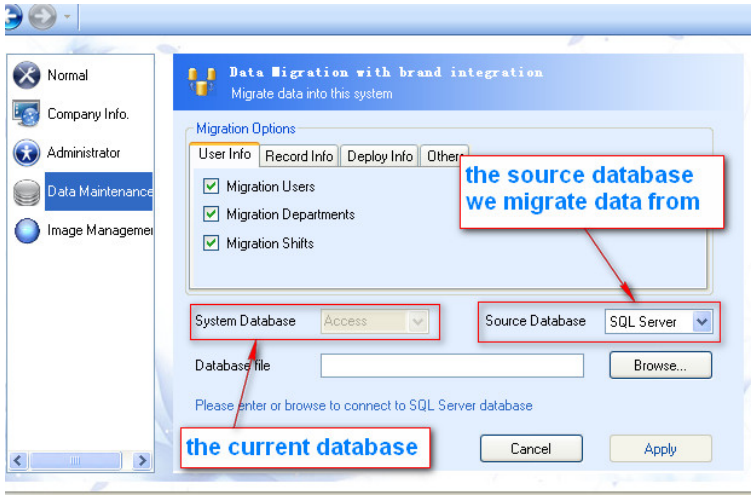
- **Data Migration with brand integration**

Data Migration: Migrate data from another RIMS software to the current RIMS software. It supports data migration between two Access databases, two SQL Server databases, and it also supports data migration between the Access database and the SQL Server. The Access database file is postfixed by “.mdb” or “.rdb”. If it’s the SQL database, it must be on the Server, and it cannot be the backup file even though the backup file is on the Server. For the backup file on the

Server, you could first add the backup file data to the Microsoft SQL Server on the Local or Remote Server. Then migrate it to the RIMS software.

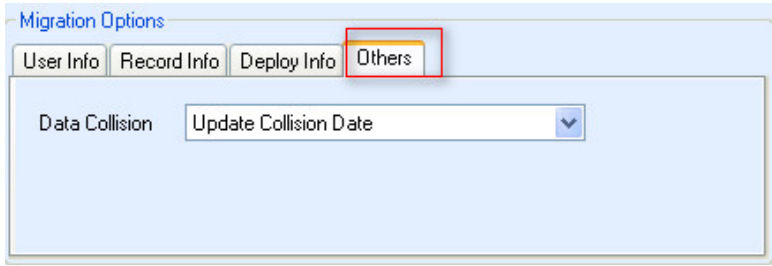
Integrate uncrossing user info. : it allows integrate user data from different branches to one RIMS software database. For example: there are three attendance system databases, Guangzhou HQ, Shanghai Branch and Beijng Branch. We could integrate all the data into the Attendance System of Guangzhou. But all the people should be with different Enroll ID. The subordinate relationship of the people remains the same.

Integrate crossing user info. : it allows integrating one person's info from different attendance system to the RIMS software database. (**Attentions: the Enroll ID of this person should be the same in different attendance system.**) For example: Peter's Enroll ID in Guangzhou's attendance system is 005, so his enroll id in Shanghai's attendance system must be 005 too. Let's say Peter works in the Guangzhou office in the first half of the month, and the second half of the month in Shanghai. We can integrate all of Peter's atendance record to Guangzhou's atteandance system.



4.4-17

Migration Options:



4.4-18

We can set the default setting here to dealing with the data collision.

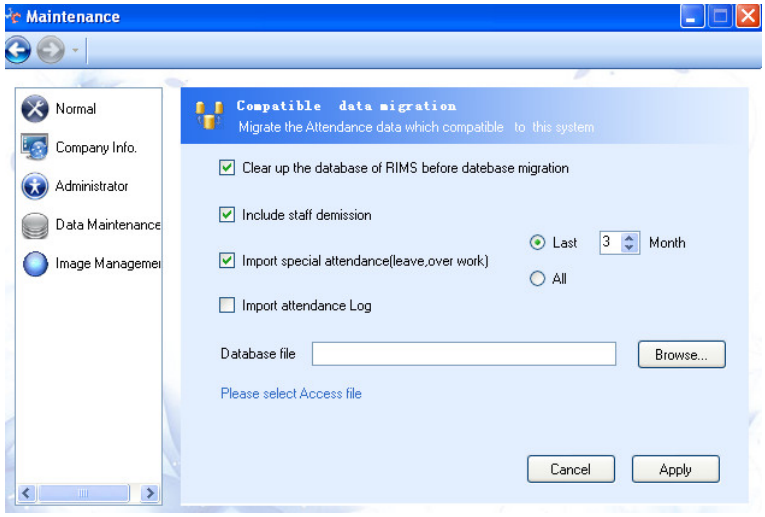
Update Collision Date: when coming accross the data collision during migration, it will

update the data in the system. For example: Amaris (Enroll ID is 001) in the current system(System A), there's Peter (Enroll ID is also 001) in the Souce database(System B). When migrating data from System B to System A, Peter's infoformation will cover Amaris's in the System A directly. But the attendance records of Amairs still exist in the System A. But the old attendance records of Amaris's will belongs to Peter.

Ignore Collision Date: when coming accross the data collision during migration, it will ignore the collision data. As the example above, if select the "Ignore Collision Date", it will not migrate Peter's information to the current system(System A).

- **Compatible Data Migration**

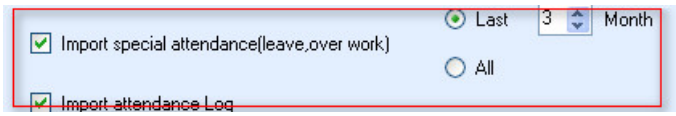
It supports migrating the Access database from other kind of attendance software to the RIMS software, including the following information: department, user information, attendance records, and leave records.



4.4-19

a. It allows migrating the data including the demission staff, leave records and attendance log.

b. It allows migrating the leave and attendance record in the last 3(1,2,3,or...)months.

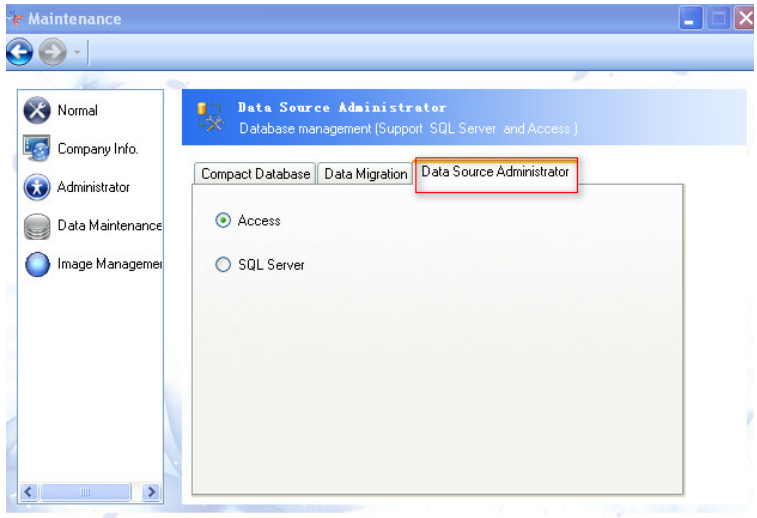


4.4-20

c. After migrating the data, please set the atteance rule according to the record, then it allows processing data in the RIMS software.

d. It takes time for the data migration. It allows doing other process at the same time. Please re-run the RIMS software when finishing the migration to enable the new database.

C. Data Source Administrator:

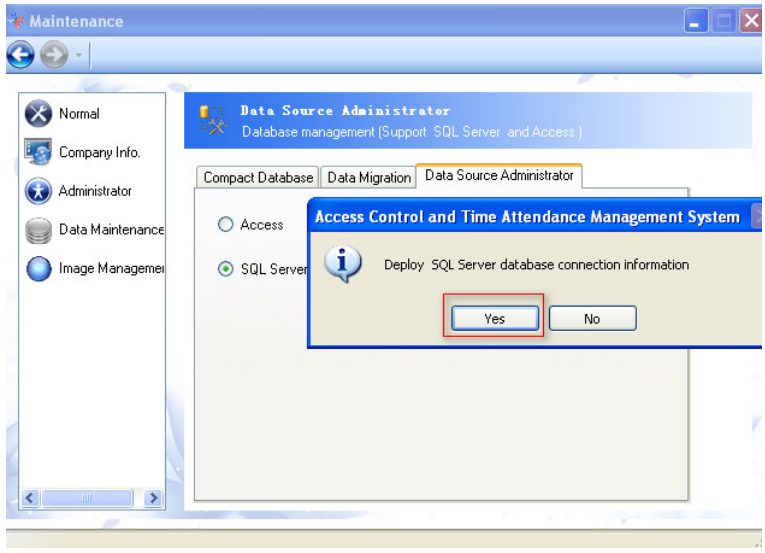


4.4-21

Set the database of the RIMS to the Access database or the SQL Server one.

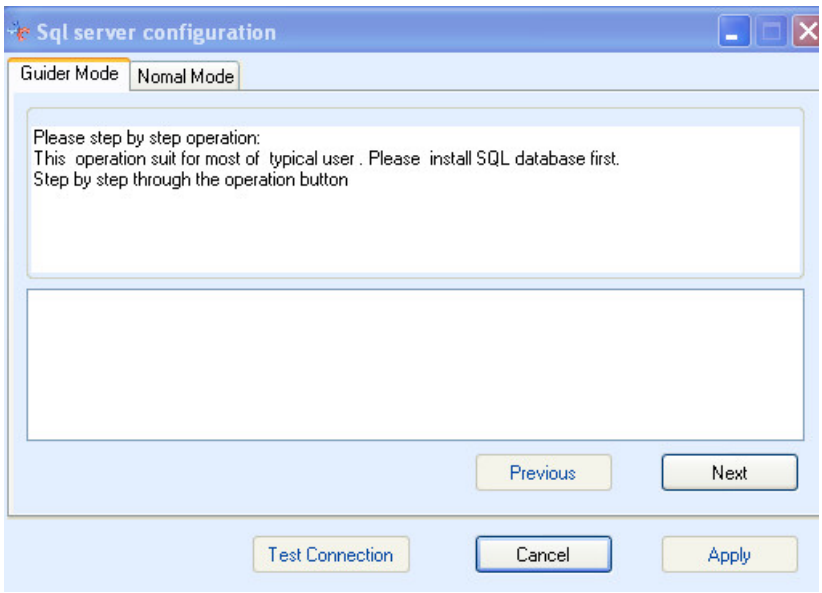
It's defaulted to the Access datase here. If you need to affect the SQL Server database, please set the Data Source Administrator to the SQL Server first.

Step 1: Select "SQL Server", then click "OK" on the popup window.

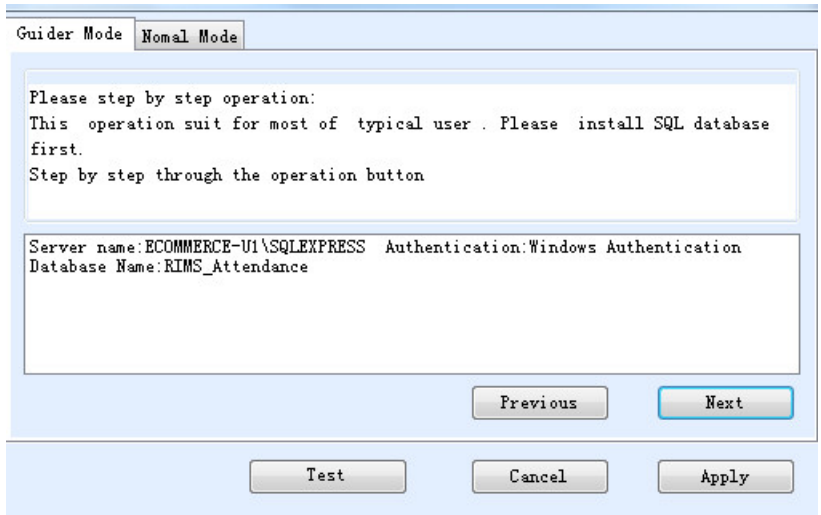


4.4-22

Step 2: then enter the Sql Server configuration window, as the following:



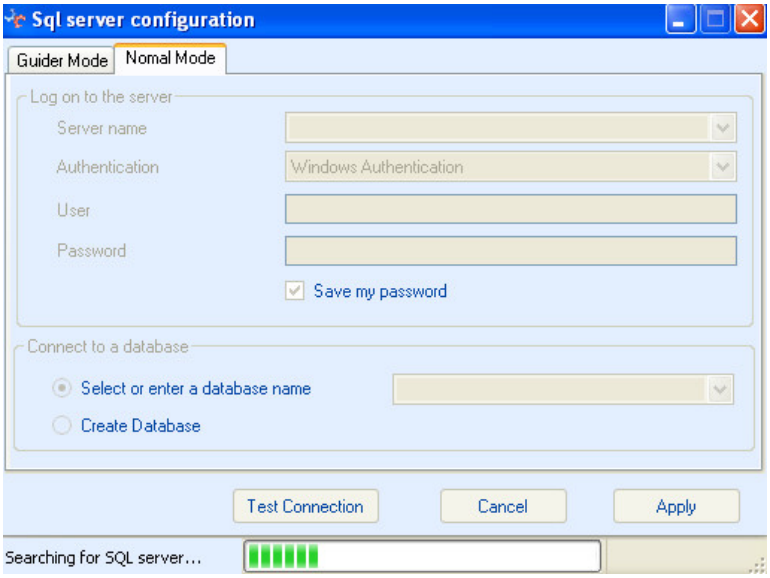
4.4-23



4.4-24

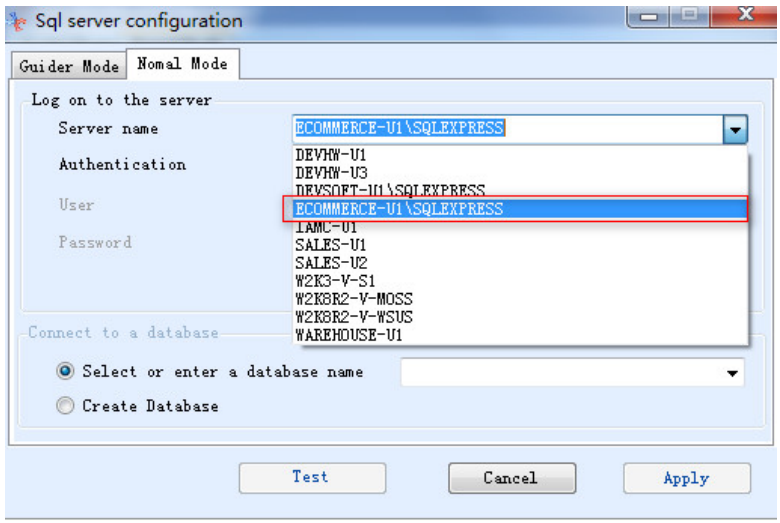
Guider Mode: it is available for almost all users. Click "Next" to check whethere there's any SQL Server on the current computer. It connects the attendance dabase on the local server by the Windows Authentication method. If there's no SQL server on the current computer, it will create a RIMS_Attendance database automatically. After finishing the Guider Mode operation, click "Apply" to affect it. Then It allows configure the SQL database now.

Normal Mode:



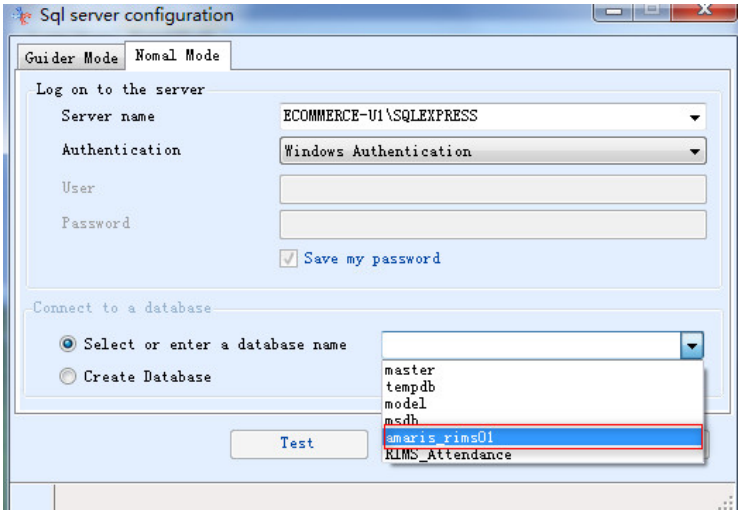
4.4-25

a. It allows clicking the pull-down menu to select the Server name or you could input the name of the Server directly. (it's recommended to select the Server on the pull-down menu.) Select the SQL Server you.(if you select the Server name from the pull-down menu, it shows the Server names from the whole LAN. It takes about 15 seconds to search all the server names.)



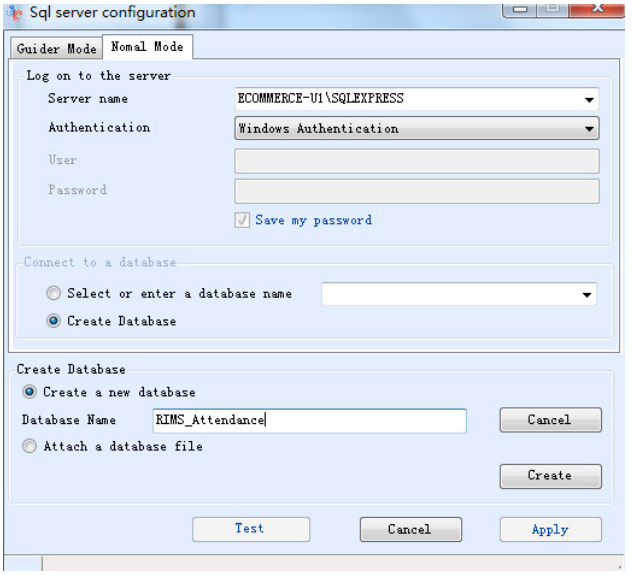
4.4-26

b. Select the database name from the pull-down menu or input the database name directly. As the following:



4.4-27

If it's the first use of the SQL Server database, please create a database, as the following:



4.4-28

You could create the database in the following two ways:

✧ Create a new attendance database. Please input the database name and then click "Create" to create the database.

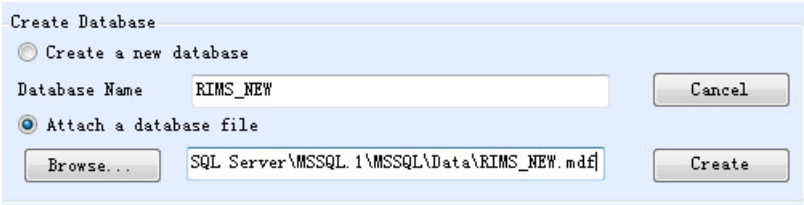
Attentions: the dabase name cannot start with the Arabic numerals. The name cannot contains any of the special characters except the underline "_". It is recommended to start with "RIMS".

✧ Create the database through the MDF database file in the system. Browser to get the MDF file path, as the following, then click "Create" to create a database.

✧ Create the storage path of the database

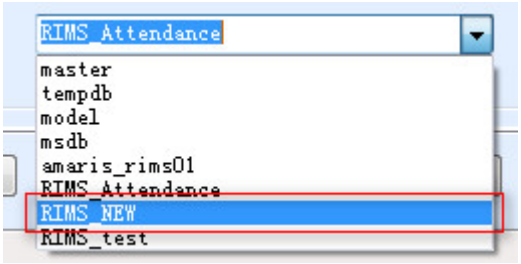
If it's connecting to the local server, the database is in the "database" folder under the RIMS installation directory.

If it's connecting to the remote server, the database is in the Microsoft SQL Server\MSSQL.1\MSSQL\Data folder under the SQL server installation directory.

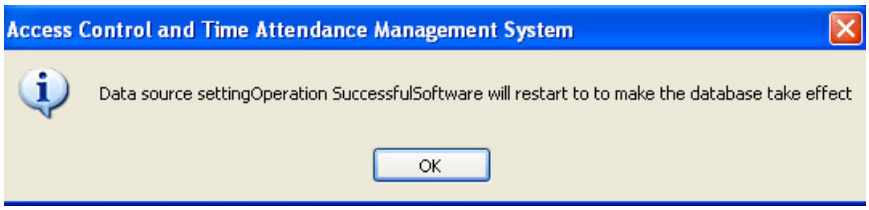


4.4-29

After creating the new databse, you could select the database you just created in the pull-down menu. Click "ok" to configure the new databse. As the following:



4.4-30

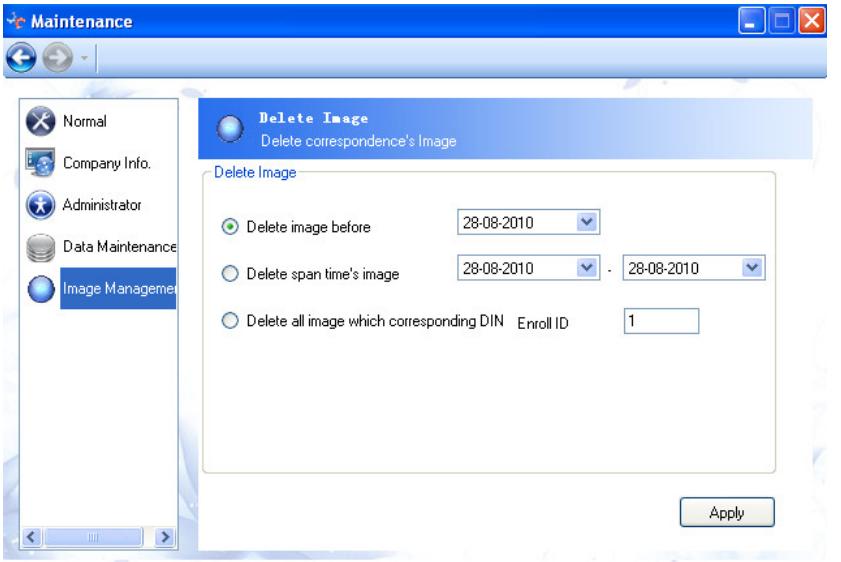

Access Control and Time Attendance Management System
Data source settingOperation SuccessfulSoftware will restart to to make the database take effect
OK

4.4-31

After confugring the new database, the RIMS software will restart to affect the database to the RIMS software.

Attentions: the SQL version supports the version above SQL2005 only.

4.4.3.5 Image Management (Optional)



4.4-32

Image Management: it allows removing the attendance image in the spanning time optionally. And it also allows removing the attendance image corresponding to the enroll id.

Chapter Five Operation of the SQL version

1. Installation and configuration of SQL database.

Open the SQL2005express under the SQLexpress directory in the CD. (it allows downloading other version but above 2005.)

You could use the SQL Server database after the installation. Please refer to the ***database source administrator*** for the details of the SQL Server connection.

Chapter Six QA

1. It cannot connect the device to the computer, what can I do?

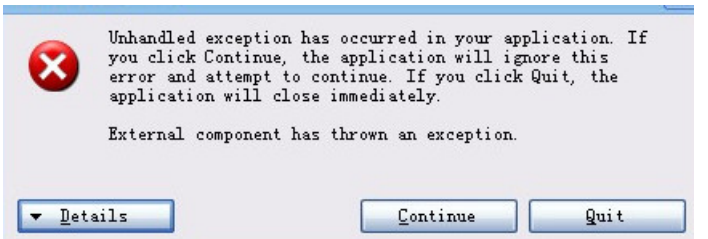
A. Check if the serial port cable is damage or not. If it's damage, please change another serial port cable.

B. Check whether the COM port of the computer has normal communication or not. If the communication is abnormal, please change to another PC communication way.

C. Check the Device ID and Port no. of the RIMS software are the same with the ones in the device.

D. If the communication way is USB communication, please check if the USB driver has been installed.

E. If it's the connection exception:


Unhandled exception has occurred in your application. If you click Continue, the application will ignore this error and attempt to continue. If you click Quit, the application will close immediately.
External component has thrown an exception.
Details
Continue
Quit

There's a conflict between the RIMS software and one another software. Close the RIMS software first, then click and run the Check.exe under the RIMS installation directory, and rerun the RIMS again.

F. If it's none of the problems above, please check the communication chip of the device. If there's any exception, please change another communication chip.

2. When running the RIMS, it prompts the dialog box "The application cannot start".

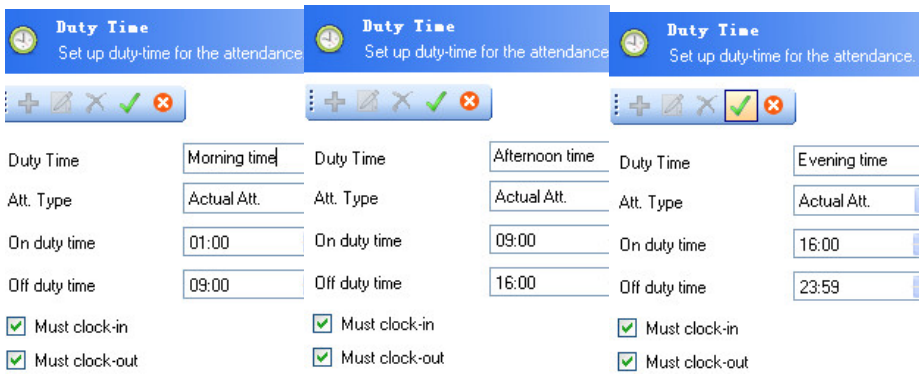
It's because you haven't installed the .NET Framework completely, which leads to the initialization failure.

3. How to set the working shift and affect it to the staff in the RIMS software?

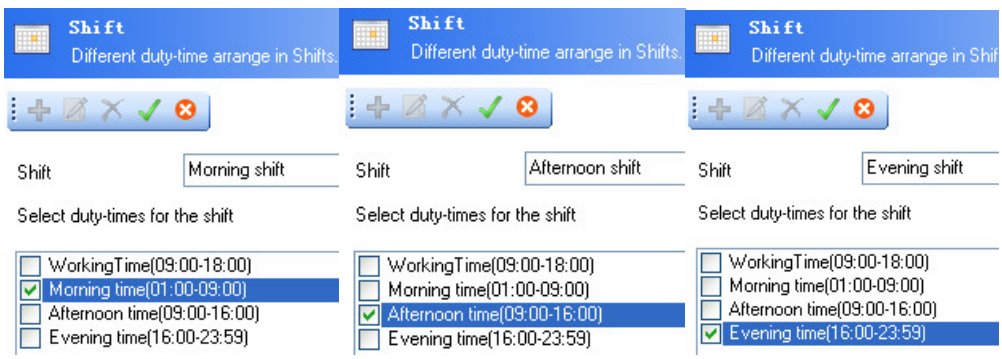
let's suppose Company A has three working shift, and people take one of them every day. RIMS set the shift to the staff automatically according to their attendance record.

Step1: go to the Duty Time window, click to add three working shift, as the following:

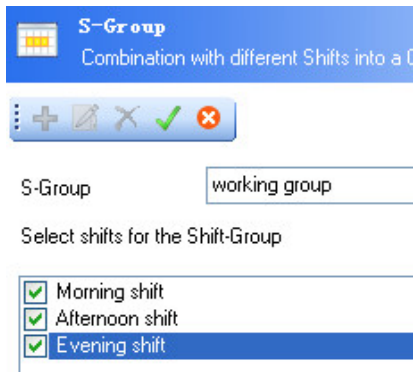
Morning time: 01:00-09:00 Afternoon time: 09:00 – 16:00 Evening time: 16:00 – 23:59



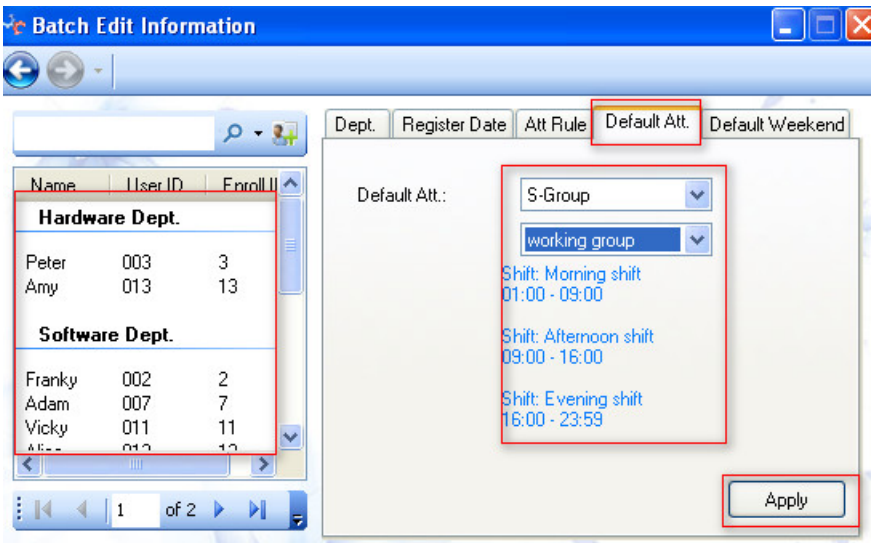
Step 2: turn to the Shift window, click to add three working shift, as the following:



Step 3: turn to S-Group window, click to add a working group:



Step 4: User Management window, click to add the new user info. Suppose there is user info in the software already. Then click Batch Edit to the popup window. Right click to choose the persons on the left column, then click “Default Att” to select “S-Group” and working group, then click “Apply” to affect the setting.



4. What is the data downloaded by the USB flash driver?

A. GLG_001.TXT: is the new attendance record.
B. AGL_001.TXT: is all the attendance record.
C. SLG_001.TXT: is the super administrator operation record.
D. AFP_001.TXT and AFP_001.DAT: are the files when you download all the enroll info.

5. How to reset the administrator password of the RIMS software.

Enter the “Maintenance” window, click Administrator , then input the “original password”, “New password” and “Re-enter password”.

If there’s no any password before, then leave the “original password” as blank.

6. How to empty all the data on the RIMS software?

Enter the “Maintenance” window, click Data Maintenance , then click Remove historical data , click “OK” in the prompt window.

Attention: all the data (including the attendance record and the user info) in the RIMS will be empty.

7. Why can’t I install the Framework?

You're not the system administrator of the windows;

②The installation has been estimated threatening and been stopped（you should close the anti-virus software first, restart the computer when the installation is finished）.

8. Why the Device fails to connect with PC?

①Check if the data cable of the machine is correct;

②Check if the power line is working and start up the machine;

③Check if the communication mode and parameter are correct;

④If using the USB communication, check out whether the USB driver is set up or not;

⑤If none of the above reasons, please open and run the Check.exe under the Rims installation directory.

9. How to install the driver for the USB communication device? (The installation is no need for serial interface, TCP/IP devices)

The prompt box will display Successful Connect after the connection, insert CD and click Next step.

10. The time of the machine is not correct, what should I do?

Device Management → Normal → Synchronous Time Device (Synchronize device time and the current computer time.)

11. How to display the username on the screen of the machine? (Follow this method to copy fingerprint data when there're 2 or more machines.)

Get the Device connected; User Management → choose the Device ID (Device); right-click the chosen user → Get all Enroll → Upload Enroll → Upload Username.

12. Why there's no data in the report?

①Check if the data has been acquired;

②Check if the personnel information is written;

③Check whether the Enroll ID is in accordance with the number of the attendance machine or not;

④Check if the personnel's date of entry is correct;

⑤Check whether the default shift is correct or not;

⑥Check if the machine time, report query time is correct;

⑦Check if the data statistics has been done.

13. There are too many columns in the report, what should I do to delete some of them?

Right-click the column of the report → display/hidden columns → select the wanted/unwanted ones → save.

14. What can I set in the Attendance Rule Setting?

Attendance management → Attendance Rule: Late/Early/Absence rules, Duty time, Shift, Weekend, Holiday, Overtime Rules.

15. What can I do with the data after reinstalling operating system?

System Maintenance → Restore DB; re-input the personnel name, enroll ID (which will display in the screen of the machine when punching the card) and other information, acquire all the data again, then process the data.

16. The device cannot be entered when the administrator is changed, what should I do?

Device management → Normal → Cancel Administrative Authority; Re-enroll the administrator.

17. Is there any electronic document for help?

Right-click the blank area of the software → Help → Online User Manual

18. What operations should be handed over when the administrator's resigning?

Fingerprint enroll, backup enroll, administrator enroll, cancel administrative enrollment.